

Garfield County
Job Description

Title:	Human Resources Administrator: Sheriff's Office		
Department/Office:	Sheriff	Reports to:	Sheriff
Division:	Administration	Pay Grade:	9
FLSA Status:	Exempt	Driving Classification:	Marginal
Supervision Exercised:	Directly supervises Human Resources staff	Licenses/Certifications:	None
Minimum Education:	High school diploma or equivalent.		
Minimum Experience:	If high school diploma, 3 years HR experience required; if AA degree or 2-year technical certificate, 2 years HR experience required; if BA/BS degree, 1 year HR experience required. Experience in government preferred. 2 years supervisory experience.		

General Purpose:

Coordinate and provide Human Resources services for the Sheriff's Office.

Essential Functions:

(These duties are a representative sample; position assignments and detailed work instructions may vary.)

1. Directly manages human resources staff: schedules, assigns and directs work; conducts interviews; hires and orients new staff; oversees or conducts training; coaches; evaluates and appraises; and ensures quality of work.
2. Handles employee complaints and takes disciplinary action.
3. Ensures compliance with policies and with relevant Federal, state and local laws, rules, regulations, codes and/or statutes. Exercises independent judgment and decision making in the interpretation and application of personnel regulations to non-routine or unusual situations.
4. Consults with and advises management and supervisors in human resource issues; investigates human resource problems and makes recommendations to Sheriff.
5. Advises staff regarding pay, benefits and personnel issues.
6. Administers benefits programs.
7. Counsels employees and applicants on job opportunities, rules, policies, procedures and benefits and in completing job application materials and preparing for employment tests and interviews.
8. Develops and conducts training in human resource and staff development areas.
9. Recommends changes in policies and procedures to the Sheriff.
10. Coordinates the recruitment and selection process for procuring new personnel; administers, coordinates and develops testing instruments; assists in interviewing potential employees; drafts interview questions; coordinates and schedules promotional and transfer testing; prepares documents and arranges oral board assessors.
11. Performs or oversees payroll processing and develops and implements applications and procedures for coordination of payroll activities with the County Finance Department.
12. Establishes, organizes and oversees maintenance of personnel records, ensuring accuracy, completeness and confidentiality.
13. Evaluates risks and makes recommendations for risk management policies, practices, processes and procedures.
14. Prepares, reviews, interprets, analyzes and approves a variety of information, data and reports, and makes recommendations based on findings.
15. Represents the Sheriff's Office Human Resources function and the Sheriff's Office on taskforces, committees, in meetings, with other departments and in dealings with the public.
16. Participates on Sheriff's decision-making Executive Team.
17. Maintains and upgrades professional knowledge, skills and development, including human resource issues involving elected officials and law enforcement and related exemptions, by attending seminars and training programs and reading trade and professional journals and publications.
18. Ensures that individuals and team meet goals and provide highest level of service.
19. Performs other duties of a similar or related level and assists with or manages special projects as necessary or assigned.

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Job Qualifications:

Must submit to and pass a background check.

Knowledge of:

1. Relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
2. Leadership, management and supervisory principles and methods.
3. Principles and applications of human resources management and employee relations.
4. Organization, policies and operating procedures of the Human Resource Department and the Sheriff's Office.
5. Techniques of recruiting, interviewing and selecting applicants for employment.
6. Employee benefits program.
7. Basic risk management policies, practices, processes and procedures.
8. Computer models and statistical techniques.
9. Basic accounting and payroll.
10. Modern office processes and procedures.
11. Relevant computer hardware and software applications.

Ability to:

1. Supervise and develop employees: plan, direct, coach, counsel, mentor, delegate, discipline, train, and evaluate.
2. Speak, read and write the English language.
3. Communicate effectively verbally and in writing.
4. Motivate individuals to meet goals and objectives.
5. Interpret, apply and ensure adherence to various personnel/salary rules, regulations and laws.
6. Research, analyze and evaluate new recruitment/personnel methods, procedures and techniques.
7. Work independently on a wide variety of special projects.
8. Conduct new employee orientations; counsel employees on human resource matters..
9. Develop goals and objectives for assigned areas.
10. Prepare clear and concise administrative reports.
11. Analyze problems, identify alternative solutions and implement recommendations.
12. Exercise good judgment, flexibility, creativity and sensitivity to changing situations and needs.
13. Establish, maintain and foster positive working relationships with those contacted in the course of work.
14. Understand and practice safety procedures and precautions.
15. Maintain a high level of professionalism and confidentiality.

Internal & External Contacts:

Internal Contacts:

Frequently interacts with Office employees, and County Finance and Human Resources Department personnel; occasionally interacts with County Treasurer's Office, County Manager and staff, County DA Office staff.

External Contacts:

Frequently interacts with job applicants; occasionally interacts with law enforcement agency staff, vendors, and mortgage companies/lenders/financial institutions.

Physical Activities and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

Required Physical Activities:

While performing the essential functions of this job the employee is frequently required to sit, talk, hear, stand, walk, bend, stoop, kneel; and occasionally required to climb, balance, crouch and crawl; is frequently required to lift up to 10 pounds; is occasionally required to lift and/or move up to 25 pounds, and to maintain body equilibrium

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while bending at the waist or at the knees. The employee is routinely required to work with the hand or hands in handling, seizing, holding, or grasping motions and with the fingers in fingering, picking and pinching actions. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

The employee is required to work in a confined, secure area in close proximity to jail inmates.

The noise level in the work environment is moderately quiet with frequent interruptions and multiple demands.

Computers and Office Equipment:

Computer and relevant software applications; calculator; telephone system; facsimile; copier; scanner and shredder.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts Garfield County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.