



## Paulding County Board of Commissioners Human Resources Department

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*Director*

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### **MISSION STATEMENT**

*The mission of the Paulding County Board of Commissioners' Human Resources Department is to serve citizens, applicants, employees, department heads, and elected officials of Paulding County by providing them with accurate, up to date information and quality assistance in a confidential and professional manner regarding: Benefits Administration, Job Classification and Compensation, Recruitment and Selection, Workers' Compensation, Employee/Management Relations, and Policy Development and Interpretation.*

### **HUMAN RESOURCES FUNCTIONS AND ACTIVITIES:**

**EMPLOYEE/MANAGEMENT RELATIONS** *Consult with and advise elected officials, department heads, and employees regarding personnel issues. Process and/or investigate employee grievances, allegations, and complaints; recommend disciplinary actions as necessary. Prepare employee disciplinary actions and termination packages. Ensure county compliance with state and federal laws and regulations pertaining to employment issues (i.e., Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), and Age Discrimination in Employment Act (ADEA)); respond to inquiries and review requests concerning employees' rights and county's obligations under these laws.*

**CLASSIFICATION AND COMPENSATION** *Administer the county job classification and compensation plan, including performance appraisals and annual raises. Ensure compliance with personnel policies and relevant employment laws and regulations. Receive and review requests for pay increases and new positions and discuss with Chairman, County Administrator, and Comptroller as necessary. Transmit payroll changes, including new hires, salaries, job titles, and deductions to Finance Department. Verify employment and salary of county personnel; respond to requests for position descriptions and other information.*

**POLICY DEVELOPMENT AND INTERPRETATION** *Develop, implement, administer, and communicate personnel practices, policies, and procedures, including staffing needs, compensation and benefits issues, and grievance and disciplinary policies and procedures. Advise supervisors and employees regarding application, changes, and interpretation in personnel policies and procedures and benefits programs.*

**BENEFITS ADMINISTRATION** *Coordinate benefits programs, including medical, dental, life, disability, retirement, savings, employee leave plans, and Employee Assistance Program, and employee discount programs. Process benefit enrollments, as well as name, address, and beneficiary changes. Reconcile bills and request premium payments from Finance. Assist employees with benefits questions and filing claims; maintain forms and provide information as requested. Compose and maintain related correspondence.*

**RECRUITING AND SELECTION** *Manage recruiting processes: interact and correspond with prospective applicants; prepare and submit job advertisements; distribute, receive, and screen applications; assist with scheduling, interviewing, and/or selecting candidates; conduct and/or score pre-employment tests; verify employment histories; request background checks from Sheriff's Department; schedule pre-employment drug tests and physical examinations; prepare and send rejection notices; conduct individual and group orientations for new employees to explain salary and benefits programs and personnel policies and procedures.*

**WORKERS' COMPENSATION** *Coordinate workers' compensation claims process: prepare and submit first reports of injury; forward employee medical and related bills to third-party administrator; verify benefits with medical providers; monitor case status; maintain files.*

**OTHER KEY ADMINISTRATIVE RESPONSIBILITIES**

*Prepare and present requests and reports to the Board of Commissioners.*

*Serve as liaison to the Civil Service Board. Transcribe and maintain minutes of Civil Service Board meetings.*

*Represent the county regarding workers' compensation, unemployment insurance, and other hearings and legal proceedings.*

*Serve on the county Safety Committee. Attend quarterly Safety Committee meetings; maintain records of all employee accidents and incidents for discussion; record meeting minutes and attendance. Prepare and distribute materials for monthly department safety meetings.*

*Administer the county's drug and alcohol policy: coordinate random testing, ensure post-accident tests are completed timely, add and delete names from random pool, and advise employees as needed.*

*Notify new and terminated employees of COBRA benefits; process COBRA payments; notify provider of additions and deletions to program; prepare and send separation notices and continuation of coverage forms.*

*Prepare various monthly, quarterly, and annual reports (i.e., EEO reporting, 5500 benefits reporting, salary studies) using payroll and benefits data for submission to Board of Commissioners, state and federal authorities, and/or other agencies as requested.*

*Respond to requests for information from government and other authorized agencies and prospective employers.*

*Prepare and maintain personnel records, ensuring confidentiality.*

*Report all newly hired or rehired employees to the Georgia New Hire Reporting Center.*

*Plan and coordinate employee-training programs. Schedule classes for employee training offered by the department.*