

# Franklin County Position Description

**Position Title: HR Director/Deputy County Administrator**

**Department: Commissioners**

**FLSA Status: Exempt**

**Reports to: County Administrator**

**Effective Date: November 2022**

## **Job Summary:**

The Human Resource Director provides support for a workforce of 75+ employees. This position performs all human resource functions to include: wage and salary administration; benefits administration; assists with labor relations and collective bargaining; workers compensation and safety; employee assistance program; recruitment; assist with performance evaluations, coaching, and management; provides general guidance to all department heads regarding matters of personnel, personnel policies and procedures; training and development; and records management all while ensuring the County's compliance with federal, state, and local laws and ordinances that affect personnel. This position has access to an extensive amount of highly confidential information on a county-wide basis such as personnel records, collective bargaining negotiations, bid proposals, and pending lawsuits and investigations.

In addition, this position supports the County Administrator as Deputy in all aspects of their duties including oversight of operations for ten departments including the Unorganized Territory of Franklin County.

## **Essential Job Functions:**

### **HR Functions:**

- *Manages recruitment to include posting of internal and external notices/advertisements of open positions with the County and distributes to appropriate departments & advertising agencies, collaboration with outside resources for marketing, and attending job fairs.*
- *Manages the online employment application system and County website for County job openings, verifies information and routes to appropriate person or department.*
- *Works collaboratively with the Union and Department Head to update job descriptions as needed.*
- *Conducts new hire orientation and onboarding to include: review of personnel policies and benefit offerings; and perform data entry into payroll and vendor systems.*
- *Coordinates, prepares, tracks, and generates personnel change notices involving human resource transactions including new hires, promotions, transfers, ensuring timely submission of salary changes, leave of absences, terminating etc.*

- *Annually prepares and distributes County wide benefit informational material and facilitates open enrollment for health, dental, and vision plans.*
- *Ensures compliance and maintains communication with employees regarding policies for paid and unpaid leave of absences.*
- *Ensures compliance of Workers Compensation laws by investigating and filing first report of injury; follow up and tracks claims; communicates with physicians and workers compensation carrier.*
- *Maintains compliance with federal OSHA and state requirements regarding work-related illnesses and injuries.*
- *Ensures compliance with all required State and Federal labor law postings and distributes County wide as necessary.*
- *Assists County employees by providing information and explaining procedures to departments; answer general questions and provides interpretation of personnel policies and collective bargaining agreements.*
- *Maintains personnel files on all current and past employees, including performance ratings, accident reports, sick days, vacations, benefits, pay changes, addresses and other related information.*
- *Responds to requests for verification of employment; completes new hire reporting to DHHS and the Department of Homeland Security.*
- *Respond to unemployment claims and attend hearings as necessary.*
- *Represent the county alongside the County Administrator in union negotiations, including scheduling negotiation sessions, preparing proposals, actively participating in negotiations, and preparing the final agreed upon contract.*
- *Annually review the county wage plan and assist the County Administrator on recommendations to the Board of County Commissioners.*
- *Perform all other tasks in relation to human resources as needed.*

*Deputy County Administrator/UT Manager:*

- *Assist with the daily activities of the Commissioner's Office.*
- *Serves as the backup purchasing agent for the county and carries out the duties and responsibilities of this position as defined in the policy.*
- *Assists the County Administrator in the development of short- and long-term strategies and action plans to best serve the people of Franklin County.*
- *Assists in preparing the County, UT, and TIF annual budgets in conjunction with the Department Heads and elected officials for review by the Board of County Commissioners.*

*Deputy County Administrator/UT Manager (cont'd):*

- Assists with scheduling the Commissioner and Budget meetings, preparation of agenda and necessary materials, provides staff assistance and counsel, and attends all meetings.
- Functions as Deputy Town Manager for unorganized territories in the county, including budget preparation, bids and contracts for services, issuing of permits, and responding to questions, comments and complaints and coordinating TIF administration on behalf of the Board of County Commissioners.
- Direct, manage, and motivate all departments and offices controlled by the Board of County Commissioners in the absence of the County Administrator; provide guidance to Department Heads and Elected Officials and assist them whenever possible in achieving stated goals, including the effectiveness and efficiency of County operations.
- Respond to questions, comments, and concerns from the public that might have otherwise been routed to the Board of County Commissioners.
- Act as the Freedom of Access Officer for the County and work in collaboration with Department Heads to retrieve information requested by the public.
- Anticipates and resolves issues both internally within the county departments as well as externally with other government agencies, vendors, and members of the public.
- In the absence of the County Administrator, assume the role and perform all other duties as stated in the position description.

**Required Knowledge/Skills/Abilities:**

- Knowledge of laws pertaining to governmental management and personnel.
- Knowledge of wage and hour laws, Department of Labor (DOL), Occupational Safety and Health Administration (OSHA), Maine Human Rights Commission (MHRC), Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Maine Labor Relations Board (MLRB), and Maine State Statutes.
- Knowledge of efficient and effective research techniques.
- Ability to work as a team and foster good working relationships with all county staff, elected officials, committees, and community leaders.
- Ability to prioritize and perform required work in a timely manner with attention to detail.
- Possess excellent oral and written communication skills.
- Ability to actively listen and implement conflict resolution as necessary.
- Possess public relation/customer service skills.

**Education and Experience:**

*Bachelor's Degree in Business Administration and/or a minimum of five years of relevant experience required.*

*SHRM-CP certification within the first year.*

<b>Physical Requirements:</b>	<b>Percentage of Work Time Spent on Activity</b>			
	0-24	25-49	50-74	75-100
<b>Seeing:</b> Must be able to read computer screens and reports.			<i>x</i>	
<b>Hearing:</b> Must be able to hear well enough to receive calls and verbal communication.				<i>x</i>
<b>Standing/Walking:</b> Must be able to move about the department.		<i>x</i>		
<b>Fingering/Grasping/Feeling:</b> Must be able to type and use technical sources.			<i>x</i>	
<b>Lifting/Pulling/Pushing:</b> Must be able to lift up to 25 pounds.	<i>x</i>			
<b>Climbing/Stooping/Kneeling:</b> Must be able to stoop or kneel to pick up paper products or directories.	<i>x</i>			

*Working Conditions: Normal working conditions absent extreme factors.*

*Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

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Employee Signature

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Date

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Supervisor Signature

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Date

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

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November 23, 2022

*Approval Signatures:*

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Commissioner Brann

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Commissioner Harvell

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Commissioner Carlton