



Full Time Job Announcement Human Resources

Position: Human Resources Coordinator

Recruitment: Internal/External

Location: Stark County Courthouse

Salary: \$35.10 to \$36.54 per hour

Job Description: The HR Coordinator under general supervision, recommends, develops, implements, and evaluates goals, objectives, policies and procedures related to human resource program functions. Consults and collaborates with County elected officials/department heads, and employees, on relevant aspects of assigned program areas.

Minimum Requirement: Bachelor's Degree in Human Resources, Business Administration or related field – and five years of experience working in a human resource or management related field or an equivalent combination of education and experience sufficient to successfully perform the essential duties.

Benefits: Paid vacation and sick leave, 75% of health benefit plan for single and family contracts, term life insurance of \$7,000.00, with option to add supplemental coverage, 100% contribution towards defined benefit retirement plan through the ND Public Employees Retirement System (15.26% of salary) and 11 paid holidays. Other optional benefits are also offered.

How to apply: Return Stark County application (which is available on the county website, Job Service or from the Stark County Auditor's Office), resume, cover letter, college transcript(s), and copies of applicable training certifications to:

Stark County Human Resources Coordinator
PO Box 130
Dickinson, ND 58602

Or Via Email jobs@starkcountynd.gov

Applications submitted without required documents will not be considered.

Closing Date: 5:00 PM – Tuesday, September 15, 2020

Pre-Employment Drug Testing required

An Equal Opportunity Employer

JOB DESCRIPTION

TITLE:	<i>HUMAN RESOURCES COORDINATOR</i>	SALARY RANGE:	
DEPARTMENT:	<i>HUMAN RESOURCES</i>	FLSA STATUS:	NON-EXEMPT
REPORTS TO:	<i>BOARD OF COMMISSIONERS</i>	LAST UPDATED:	<i>SEPTEMBER 2020</i>

Purpose:

Under general supervision, recommends, develops, implements, and evaluates goals, objectives, policies and procedures related to human resource program functions. Consults and collaborates with County elected officials/department heads, and employees, on relevant aspects of assigned program areas.

Primary Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the primary duties and responsibilities performed by incumbents in this position. Incumbents may not be required to perform all duties in this description, and incumbents may be required to perform position-specific tasks other than those listed in this job description.

- Provides information and interpretation of personnel policies, procedures and practices to county officials, department heads, supervisors and employees.
- Assists in draft revisions and additions to the personnel policies and procedures for review and approval by the Board of Commissioners. Provides policy handbooks and amendments to all officials and employees.
- Counsels Department Heads and employees of the County regarding compensation, benefits, employment rules and regulations, grievance procedures, leaves of absence, performance concerns, disciplinary actions and all Human Resource related issues.
- Coordinates the County's training and development programs.
- Coordinates the performance evaluation program; review and approve personnel action forms.
- Oversees the recruitment and hiring process, orientation, and writing and review of job descriptions.
- Provides benefits administration, including open enrollment, new hires, employee terminations and changes.
- Serves as the CEG-Risk Manager, Drug Testing Administrator, Title VI Coordinator, ACA Coordinator and Co-ADA Coordinator for the County.
- Research issues, laws, and regulations to determine compliance with all appropriate local, state and federal guidelines, participate in continuing education programs and related conferences to keep informed of changing legislation on human resource related issues.
- Maintains personnel files in compliance with federal and state requirements.
- Develop and administer annual human resources budget and assist other department heads in reviewing their salary budget needs.
- Facilitate meetings and presentations.
- Courthouse hard key and key card access contact.
- Serves as contact with the County States Attorney for personnel open records requests.
- Performs other duties as requested.

Education and Experience:

- Bachelor's Degree in Human Resources, Business Administration or related field and five (5) years of experience working in a human resource or management related field or an equivalent combination of education and experience sufficient to successfully perform the essential duties.
- HR certification is preferred.
- Must be proficient in the use of word processing and spreadsheet PC software. Microsoft Word and Excel preferred.
- Must have a valid ND driver's license.

Preferred Knowledge, Skills & Abilities:

- Knowledge of the principles and practices of human resource administration
- Knowledge of Federal, state and local policies, procedures, laws, rules, regulations and standards.
- Knowledge of recruitment and selection principles and practices.
- Knowledge of job evaluation and analysis principles and practices.
- Knowledge of benefit and compensation principles and practices.
- Knowledge of effective consultation principles, practices and procedures.
- Ability to review and interpret complex written documents.
- Ability to interpret human resource data, including the ability to compute and interpret totals, percentages, averages and related statistical analyses.
- Must possess excellent interpersonal, organization, communication (written and verbal), and analytical decision-making skills.
- Confidentiality, confidence and ability to follow through with tasks, organizational skills.
- Strong problem solving skills
- Ability to communicate effectively, both orally and in writing, with all professionals and non-professionals.

Environmental Adaptability:

- Physical environment consists of desk job in an office setting. Will include physical range of motion or finger dexterity for frequent use of keyboard, sitting and standing motions.
- May encounter unpleasant social situations.
- Frequent use of PC Keyboard and monitor.