



JOB DESCRIPTION

Position: Human Resource Manager
Reports To: Executive Director
FLSA Status: Exempt
Last updated: 1/25/2021

Core Values: Ethics, Professionalism, Encouragement, Innovation

Position Summary:

The Human Resource Manager provides professional work coordinating, planning, managing, and administering the Human Resources functions at Jeffcom. Performs a variety of administrative duties daily. The position requires independent judgment and knowledge of benefits and applicable state and federal laws and regulations, as well as risk management and personnel facilitation. Works with all employees to ensure human resource needs are met.

Supervision Received:

Works under the general supervision of the Executive Director.

Supervision Exercised:

None.

Essential Duties, Functions and Responsibilities:

(The duties listed are intended only as illustrations of the various types of work that may be performed, and are in no way construed or perceived to be exhaustive. The employee may also be required to perform additional functions and duties as assigned.)

- Participate in developing Jeffcom goals and objectives with Executive Director.
- Develop, recommend and implement personnel policies and procedures; prepares and maintains Jeffcom Employee Handbook; consult legal counsel as needed to ensure that policies comply with federal and state law; receive final approval of any policy change by Executive Director.
- Coordinate annual training for all employees on personnel policies in cooperation with the training manager.
- Implement and annually update compensation program; conduct salary surveys and assist in developing the determined compensation plan); analyze compensation; monitor the performance appraisal program and revise as necessary.
- Administer benefits programs such as life insurance, medical insurance, pension plan, PTO, employee assistance, flexible spending plans and others

as directed.

- Administer FMLA.
- Review job descriptions every three years or more frequently if needed, and update as necessary.
- Conduct recruitment of all potential new hires; conduct new hire orientation to foster Jeffcom culture while creating positive attitudes toward organizational goals; monitor career path program; employee relations counseling, outplacement counseling and exit interviewing.
- Establish and maintain personnel records and reports.
- Coordinate and manage all aspects of the hiring process (including developing and reviewing applications, background checks and physical and mental evaluations; interviewing applicants).
- Coordinate training of new hires and current employees related to safety and applicable federal and state laws.
- Coordinate and manage employee appraisals, promotions and disciplinary actions (including reprimands, verbal coaching, suspensions, demotions, and terminations).
- Facilitate performance review program to ensure effectiveness, compliance and equity.
- Assist with preparation of the budget for human resource operations as well as budget for salary, benefits, and other personnel related costs.
- Manage and process employee payroll, providing information to and serving as liaison to vendors, as needed.
- Maintain personnel files for Jeffcom employees.
- Assist in the grievance process as required and maintain grievance records.
- Maintain confidentiality of sensitive personnel, medical, and operational information.
- Prepare and analyze reports and recommend procedures to reduce absenteeism and turnover.
- Verify and file I-9 information for employees and new hires.
- Assist with EEOC requests for information/claims/litigation. Manage and maintain all records associated with EEOC requests.
- Perform discrimination testing and annual reporting of benefits plans.

- Represent Jeffcom in unemployment hearings/processes.
- Draft professional correspondence, documents and reports as needed.
- Perform a variety of public contact work with citizens, employees, legal counsel, board members and elected officials.
- Regularly attend board meetings; present to Board on human resources information as necessary.
- Represent Jeffcom at personnel-related meetings, trainings and events.
- Engage in ongoing education and attend pertinent conferences and trainings to maintain and expand skills and knowledge.
- Perform multiple tasks simultaneously while remaining detail-oriented.
- Investigate and analyze information/data and draw accurate conclusions.
- Make presentations to employees, local government representatives, management, and boards.
- Remain calm and effective during emergencies and stressful personnel situations, even during heavy workloads; exercise good judgment, prioritize situations accurately, and obtain and act on information quickly and accurately.
- Maintain regular, predictable, and punctual attendance.
- Work in excess of 40 hours in a work week, including evenings, holidays, and weekends, as-needed.
- Work cooperatively with consultants, employees, emergency responders, member and user agencies, and co-workers.
- Performs all other duties as assigned.

Minimum Education, Experience, License and Certification Requirements:

- Bachelor's Degree or two (2) years of college supplemented by college courses, workshops and seminars in human resources, benefits administration, and compensation. Master's Degree in Human Resources, Public Administration, Business, or equivalent, preferred.
- Certified Employee Benefits Specialist or Risk Management Certification preferred.
- At least five years (5) years of experience in a human resource environment demonstrating increased responsibility, with two years (2) in

public sector.

- Ability to obtain and maintain CCIC/NCIC certification within six (6) months of hire. This includes being able to pass a background check. Ability to remain drug and alcohol free; marijuana use is not allowed, even if medically prescribed.
- Must be 18 years old.

Required Knowledge, Skills and Abilities:

- Extensive knowledge of benefits administration, policies, procedures and compliance.
- Extensive knowledge of applicable employment-related federal, state and local employment laws and regulations and Colorado state laws applicable to local government agencies.
- Ability to analyze and solve a wide variety of accounting and fiscal problems.
- Ability to operate with minimal supervision and to make appropriate decisions when required.
- Ability to meet imposed deadlines and to effectively prioritize assigned projects.
- Ability to maintain an amiable and effective working relationship with all individuals.
- Ability to organize and present information to individuals and groups on an as-needed basis.
- Ability to communicate effectively both verbally and in writing.
- Ability to handle sensitive information confidentially and professionally.
- Ability to comprehend complex laws and contracts.
- Understanding of budget preparation and processes.
- Ability to investigate and analyze information/data and draw accurate and timely conclusions.
- Proficiency with standard office equipment, including computer and network systems, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, email and Google Documents.
- Possess excellent oral and written communication skills.
- Ability to read, write, speak, and understand the English language at a level adequate to perform the duties of the position.
- Ability to work with frequent interruptions and on a variety of projects concurrently.
- Knowledge of the Colorado Worker's Compensation System and Benefit Laws.
- Knowledge of public safety communication center operations, services and

- activities (preferred, but not required).
- Ability to handle periods of high mental and/or emotional stress.

Physical Demands:

Lifting and Carrying: Position requires ability to frequently lift/move objects of up to 10 pounds in weight, and occasionally lift/move objects of up to 25 pounds in weight.

Body Positions: This position will involve sedentary, administrative work in an office environment. This position requires ability to sit for extended periods, and frequent pushing, pulling, pinching, gripping, reaching over head, reaching away from body, and repetitive motions. Standing, walking, kneeling, stooping, bending, lifting, and squatting also will be required as necessary to perform the duties of the position.

Vision and Hearing: Use of sensory activities, such as talking, seeing, and hearing, will be required frequently. Position requires close vision and the ability to adjust focus.

Mental Requirements:

Information Retention:

Must be able to read, remember and use policies, procedures, criminal laws and ordinances that apply to the position.

Language Ability:

Must be able to speak English clearly and concisely to communicate with callers, emergency responders, and co-workers.

Reasoning:

Ability to apply common sense understanding to carry out instructions furnished in written or oral form and to solve problems with good judgment and decision-making skills.

Work Environment and General Information:

Work is in a restricted access area, typical office environment with other staff speaking on phones and radios in an adjacent communications center. Contact with other public jurisdictions and members of private industry. Contact with employees in work unit and in other departments. Work under general supervision with supervisor available to resolve unusual or complex work problems.


ADA Compliance Statement:

The human resources goal of Jeffcom is to select and retain the best qualified applicant for each available job. An applicant's or employee's disability will not remove the application from consideration or current employee from his/her job if the applicant or employee is able to perform the essential functions of the job with or without reasonable accommodation, unless such accommodation will result in undue hardship for Jeffcom or pose a safety risk to the applicant, employee, or others.

Jeffcom complies with the American with Disabilities Act. If you require a reasonable accommodation in order to apply for this position, please contact the Human Resources Manager.

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


Executive Director 1-26-2021
Date


Human Resources 1/26/2021
Date

Employee Acknowledgment

I have read this job description (or had it read to me) and fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department, and if so I will be required to perform such additional duties and responsibilities. If I have questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

Employee Signature

Print Name

Date