

# CRAIGHEAD COUNTY JUDGE'S OFFICE

## JOB OPENING

### HUMAN RESOURCE MANAGER

<b>POSITION</b>	Craighead County Human Resource Manager
<b>DATE OPENED</b>	12/26/18
<b>FILING DEADLINE</b>	1/10/19 by close of business day
<b>SALARY</b>	\$50,000 to 55,000 annually
<b>EMPLOYMENT TYPE</b>	Full-Time
<b>WORK LOCATION</b>	Judge's Office, 511 Union Street, Suite 119, Jonesboro

### DESCRIPTION OF COUNTY JUDGE'S OFFICE

The Craighead County Judge is the Chief Executive Officer for Craighead County government. The Judge authorizes and approves the disbursement of all appropriated county funds, operates the system of county roads, administers ordinances enacted by the Quorum Court, has custody of county property, accepts grants from federal, state, public and private sources, and hires county employees except those persons employed by other elected officials of the county.

### JOB DESCRIPTION

The County Judge's office is seeking applicants that have experience in Human Resources to fill the newly created role of Human Resource Manager for Craighead County. The Human Resource Manager will serve as the primary source of information to provide consistency in Craighead County relating to policies, procedures, and employment functions. The Human Resource Manager will be available to all Craighead County officials to discuss and explain County policies, employee benefits and other aspects of wage and benefit administration.

### JOB RESPONSIBILITIES

- Meet with County officials and employees to discuss and explain County policies
- Assist with job postings and collection of resumes or applications, if requested by County offices
- Onboarding of new employees
- Advise Elected Officials and Department Heads on merit application process.
- Frequently interact with public and private agencies, public and the media
- Implement, design and maintain HR website for Craighead County
- Prepare personnel budget projections for current and subsequent years

Administer the health, life, dental and worker's compensation insurance programs  
Maintain and monitor job descriptions  
Stay current on changes in ADA, FLSA, FMLA, worker's compensation law and insurance issues  
Review and revise Craighead County Employment/Personnel Policy Handbook  
Conduct training sessions on Federal regulations and guidelines  
Conduct background checks on post offer employment applicants to certify qualifications  
Oversee employee grievance filings and ensure that proper procedural measures are followed  
Conduct regular audits of HR Employee performance measures to ensure accuracy

## MINIMUM QUALIFICATIONS

EDUCATION: Bachelor's degree in Human Resources or related field

EXPERIENCE: Minimum of 6 years of experience in Human Resources

10 years of Human Resource experience may be substituted for the degree requirement

## PREFERRED QUALIFICATIONS

SHRM or PHR certification

Ability to think critically with minimum supervision

Experience in developing a Human Resource program is preferred

Excellent written and verbal communication skills

High degree of multi-tasking and time management capabilities

Proficiency in MS Word, MS Excel and MS Outlook

Experience handling confidential information with integrity and professionalism

## BENEFITS

Employment with Craighead County includes "core" health insurance for the employee with the option to "buy up" to include a spouse. You can also elect to enroll in dental coverage, vision benefits and flexible spending account but will be responsible to pay the full premium for these benefits. Employees receive a \$10,000 life insurance policy through USABLE. The County uses APERS for its pension plan with the employee contributing a mandatory 5% and the County contributing 15.32%. Paid time off is accrued at .025 hours per hours paid for vacation and personal time. Vacation time can be taken after the 1<sup>st</sup> year of service. There are approximately 11 paid holidays per year.

## FURTHER INSTRUCTIONS

Submit a resume via fax to (870) 933-4504 or by email to [llawrence@craigheadcounty.org](mailto:llawrence@craigheadcounty.org) by the close of business on January 10, 2019. Resumes can also be mailed to Craighead County Judge's Office, c/o Lisa Lawrence, 511 Union Street, Suite 119, Jonesboro, AR 72401

As an equal opportunity employer, Craighead County is committed to recruiting, retaining and promoting employees who are reflective of the County's diversity.

We thank our Veterans for their service to our country and encourage them to apply.

Bilingual applicants are also encouraged to apply.