

**POSITION DESCRIPTION  
VILAS COUNTY**

**SECTION I: GENERAL INFORMATION**

**DRAFT**  **FINAL**

<b>Position Title:</b> HUMAN RESOURCES MANAGER	<b>Department:</b> Human Resources
<b>Immediate Supervisor's Position Title:</b> Human Resources Committee	<b>FLSA Status/Pay Classification Code:</b> Exempt - Grade 8
<b>Original Description Date:</b>	<b>Revised Date:</b>
<b>Oversight Committee:</b> Human Resources Committee	<b>Approved Date:</b> 4/29/19
<b>Approved by:</b> Human Resources Committee	<b>Approved Date:</b> 4/29/19

**Job Summary:**

The Human Resources Manager is responsible for executing payroll, performance management processes, policies, employee relations, and labor relations issues for Vilas County. This position exercises professional administrative judgment and initiative within policy guidelines, and promotes high quality public services by administering effective and consistent policies and procedures.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides oversight, support and guidance on personnel and staff development to all department heads and elected officials, reporting monthly to the Personnel Committee on on-going activities, preparing and administering the office's capital and operating budgets, and ensuring the office's compliance with all County programs and procedures. Identifies and implements performance management programs with all department heads and elected officials directed toward the improvement of work processes within Vilas County, and toward the professional development of Vilas County employees.
2. Administers employee recruitment/selection, including creating and/or reviewing and revising County position descriptions and evaluating new position requests. With the appropriate Department Heads, prepares organizational charts referenced to current job descriptions for all Vilas County employees. Maintains these charts in a central location and updates them on a minimum of a quarterly basis.
3. Acts as ex-officio member of the Civil Service Commission, and participates in all Commission activities while taking notes.
4. Reviews and recommends to the Finance Director changes in salary and classification, and studies staffing levels and organizational design.
5. Coordinates the recruiting, interviewing, and hiring of County employees with the affected department head and oversight committee.
6. Supports Finance Director in analyzing and negotiating the health benefit programs for County employees. Supports Finance Director in recommending the cost structure to the Health Insurance Trust Board.
7. Maintains personnel files and records and acts as custodian of the same in compliance with Wisconsin law.
8. Reviews, monitors and maintains salary, wage and benefit records/budgets and acts as custodian of the same.
9. Partners with Corporate Counsel with labor relations activities including but not limited to grievance and dispute resolution, collective bargaining strategy planning, negotiations, mediation and arbitration.
10. Oversees and processes the County's payroll. Stays current with payroll laws and practices.
11. Ensures compliance with the Wisconsin and Federal Family and Medical Leave Acts, American with Disabilities Act, and Fair Labor Standards Act. Administers the programs.
12. Works with the Vilas County Board of Supervisors and Committees to identify, plan and execute workforce optimization programs.
13. Coordinates Civil Rights Compliance matters for Vilas County and acts as the County's Equal Opportunity Officer.
14. Leads and support the Wellness Committee.

15. Supports finance in accounts payable related duties.  
 16. All other duties as assigned, or as necessary for the effective and efficient operation of the Human Resources Department.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:**

**A. Education/Knowledge:**

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	<b>Major field of study or emphasis:</b> Human Resources Management, Public Administration, or related field.
<input type="checkbox"/> 2 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input checked="" type="checkbox"/> 4 Year College Degree	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	

**B. Licensure/Certification:**

<input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred <input type="checkbox"/> N/A
Professional in Human Resources Certification (PHR)

**C. Required Work Experience:**

<input checked="" type="checkbox"/> In addition to Education/Licensure	<input type="checkbox"/> Instead of Education/Licensure
<ul style="list-style-type: none"> <li>Minimum of 4-6 years related experience, including supervisory experience with direct reports.</li> </ul>	

**SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:**

- Must possess strong management skills, organizational skills and policy development abilities.
- Strong understanding and executing of Human Resources practices and procedures.
- Strong understanding and executing of payroll laws, practices and processing.
- Familiarity of accounts payable.
- Must be able to implement effective supervisory principles and techniques.
- Demonstrated personal and professional integrity and ability to work well with others.
- Ability to objectively and effectively supervise and resolve complex problems when required.
- Considerable ability to communicate effectively, both orally and in writing.
- Ability to organize and set own and subordinates' work priorities.
- Ability to work independently, possess and utilize strategic planning skills, exercise judgment and effectively utilize authority.
- Knowledge and use of contemporary office equipment, including department-specific programs.

**SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:**

<b>Titles of Positions Supervised:</b>	<b># of Employees:</b>
HR/Payroll Coordinator	1

**SECTION VI: JOB DESCRIPTION APPROVAL:**

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>
<b>Human Resources Signature:</b>	<b>Date:</b>

**VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.