



POSITION DESCRIPTION

Title: Administrative Support Specialist II

Department: Personnel Department

Job Analysis: June 2018

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Personnel Director, Assistant Personnel Director

Subordinate Staff: None

Internal Contacts: County Commission, County Employees, Elected Officials, etc.

External Contacts: General Public, Job Applicants

Status: Classified/Non-Exempt (H)

Job Summary

The Administrative Support Specialist II is responsible for providing all administrative and clerical support for the Personnel Department, including, but not limited to: assisting with the administration of the day-to-day operations of the Personnel functions and duties, working closely with Personnel Staff with the responsibilities in some or all of the following functional areas: HRIS, employee relations, training and development, benefits, employment and risk management.

Job Domains

Personnel

1. Prepares job announcements as directed.
2. Enters all applications into open position requisitions.
3. Maintains employment application forms and applicant flow logs.
4. Assists with maintenance of current job descriptions.
5. Assists in the new hire process.
6. Enters employee data in HRIS computer system.
7. Answers routine inquiries on employment verifications and job openings.
8. Maintains employee personnel files in line with County policies and government regulations.
9. Prepares miscellaneous research and reports as requested.
10. Answers incoming telephone calls and refers to proper Personnel staff.

11. Routes faxes, mail, and general correspondence to the appropriate staff.
12. Greets citizens and County staff in a friendly, professional manner.

Benefits

1. Assist in administering County sponsored benefit plans including enrollments and terminations.
2. Assist in processing required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions.
3. Assist in preparing reports and applications required by law to be filed with federal and state agencies.
4. Assist in maintaining enrollment applications and claims records for County sponsored benefit plans.
5. Assist in managing annual open enrollment period each year. Assist with distribution of materials from carriers, assists with, communicating changes to employees and arranges for on-site representation by providers.
6. Assist in processing changes within deadlines.

Knowledge, Skills, and Abilities

1. Skills to communicate with employees, applicants and officials.
2. Skills to perform basic arithmetic functions.
3. Skills to complete various forms, records and general correspondence.
4. Knowledge of personnel functions.
5. Knowledge of state and federal laws that pertain to personnel activities.
6. Ability to work independently.
7. Knowledge of departmental policies and procedures and ability to apply them to work related problems.
8. Knowledge of general office procedures.
9. Ability to maintain the highly confidential nature of human resources work.
10. Skills and ability to maintain accurate and attention to detail.

Minimum Qualifications

1. Possess a valid driver's license and be insurable by the County insurance standards.
2. High school diploma or equivalent.
3. 3-4 years of office experience, required.
4. Experience and basic understanding of human resource functions, preferred.
5. Experience and basic understanding of benefit administration and accounting, preferred.
6. Willing to travel for the purpose of professional development.
7. Willing to work non-standard hours as required.
8. Must be well-organized.

POSITION DESCRIPTION

Title: Assistant Personnel Director

Department: Personnel Department

Job Analysis: 04/98, 04/01, 06/03, 05/05, 10/05, 08/08, 09/11, 09/17, 09/18

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Personnel Director

Subordinate Staff: Benefits Coordinator, Administrative Support Specialist II, Personnel/Safety Technician

Internal Contacts: County Employees, County Administrator, County Commission, and other Elected Officials

External Contacts: General Public, Training Organizations, Benefits Providers

Status: Classified/Exempt (EC-8)

Job Summary

The Assistant Personnel Director assists in the day-to-day operations of the Personnel Department. This position assists in the administration of the personnel policies, procedures, and programs, and carries out responsibilities in the following functional areas: departmental development, Human Resource Information Systems, employee relations, training and development, benefits, compensation, organizational development, and employment.

The Assistant Personnel Director also coordinates implementation of services, policies, and programs through Personnel staff; and reports to the Personnel Director, and assists and advises company managers about Personnel issues.

Job Domains

A. Administration

1. Administers various personnel plans and procedures for all county personnel.
2. Assists in development and implementation of personnel policies and procedures.
3. Prepares and maintains employee handbook.
4. Participates in developing department goals and objectives.
5. Assist in the development of the annual Personnel budget.

6. Assists with the monitoring of annual Personnel budget.
7. Prepares and coordinates agenda items for new hires, promotions, reclassifications, etc.
8. Maintains all information pertaining to each department's position control.
9. Maintains all records on open positions for all departments.
10. Prepares employee separation notices and related documentation.

B. Training and Development

1. Assists with the implementation of the performance management system that includes performance development plans and employee development programs.
2. Assists with the establishment of an in-house employee training system that addresses county training needs including training needs assessment, new employee orientation, management development, etc.
3. Conducts new employee orientation.
4. Designs and develops HR training programs for management and employees.

C. Staffing

1. Established and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
2. Conducts recruitment effort for all exempt and nonexempt personnel.
3. Oversees programs for temporary employee staffing.
4. Prepares agenda items for all new hires.
5. Coordinates or conducts background checks, pre-employment drug screens and physicals.

D. Employee Relations

1. Formulates and recommends Personnel policies and objectives for the county with regard to employee relations.
2. Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
3. Conducts investigations when employee complaints or concerns are brought forth.
4. Monitors and advises managers and supervisors in the progressive discipline system of the county. Monitors the implementation of a performance improvement process with non-performing employees.
5. Reviews, guides, and recommends actions in regard to employment terminations, suspensions, demotions and disciplinary actions.
6. Leads the implementation of county safety and health programs.
7. Reviews employee appeals through the company complaint procedure.

E. Compensation and Benefits

1. Assists in establishing the company wage and salary structure, pay policies, and oversees the variable pay systems within the county.

2. Leads competitive market research to establish pay practices and pay scales that help to recruit and retain superior staff.
3. Monitors all pay practices and systems for effectiveness and containment.
4. Obtains cost effective, employee serving benefits; monitors national benefits environment for options and cost savings.
5. Reviews workers compensation reports for completion. Assist in compiling and analyzing data on types of injuries to identify patterns and areas of concerns. Work collaboratively with the Safety/Training Coordinator and Workers' Compensation representatives, the injured employee and departments in returning employee to work with or without restrictions.
6. Conducts workers compensation audits.

F. Law

1. Leads county compliance with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, and so forth. Maintains minimal county exposure to lawsuits.
2. Directs the preparation of information requested or required for compliance with laws. Approves all information submitted. Serves as the primary contact with the county attorneys and outside government agencies.
3. Protects the interests of employees and the company in accordance with county Personnel policies and governmental laws and regulations.

Knowledge, Skills, and Abilities

1. Skills to communicate with employees, applicants, and officials.
2. Skills to perform basic arithmetic functions.
3. Skills to complete various forms, records and general correspondence.
4. Considerable knowledge of personnel functions and practices.
5. Knowledge and abilities to conduct job analysis.
6. Knowledge of state and federal laws that pertain to personnel activities.
7. Ability to work independently.
8. Knowledge of departmental policies and procedures and ability to apply them to work related problems.
9. Knowledge of general office procedures.

Other Characteristics

1. Possess a current driver's license.
2. Possess a Bachelor's Degree in Management, Personnel Administration or closely related field, or equivalent experience.
3. Willing to travel for purpose of professional development.
4. Willing to work non-standard hours as required.

POSITION DESCRIPTION

Title: Risk Manager

Department: Personnel Department

Job Analysis: May 2011, Sept 2017, [Sept 2018](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Personnel Director

Subordinate Staff: Safety Coordinator, [Workers Compensation Coordinator](#) ~~dotted-line to Personnel/Safety Technician~~

Internal Contacts: County Commission, County Employees

External Contacts: General Public, Business Community, Department of Labor, Insurance Company, State, Local and County Law Enforcement Personnel

Status: Classified/Exempt (EC-8)

Job Summary

Responsible for developing and implementing standardized safety and training programs, policies, and procedures. Anticipates, identifies, and evaluates hazardous conditions and practices. Measures and evaluates the effectiveness of the overall safety and training program for the County. Outlines and implements safety procedures for the purpose of accident protection and prevention. Manages workers' compensation cases and return to work programs. Responsible for coordinating and supporting initiatives relative to the evaluation, processing, and handling of liability claims for the Baldwin County Commission. Manages the processing of all claims resulting from accidents, injuries, and property losses. Coordinates the handling and resolution of claims. Acts as a liaison between the Baldwin County Commission, its insurance provider and agents, claimants regarding the status, and eligibility for coverage for all relevant claims. Develops and maintains outside vendor and service provider relationships. Reviews claims, answers inquiries, and makes recommendations for resolution.

Job Domains

A. Safety

1. Implements accident and loss prevention programs.

2. Develops plans, procedures, and programs to meet the specific safety needs of all County departments.
3. Ensures that safety programs are in compliance with all federal, state, and local laws and regulations.
4. Develops accident and loss prevention systems and programs.
5. Maintains records and reporting systems on lost time accidents.
6. Coordinates safety activities of departments to ensure effective implementation of safety regulations throughout the County.
7. Interacts with supervisors and workers in order to identify and correct unsafe conditions and work practices.
8. Identifies loss producing conditions and practices, recommending appropriate corrective action.
9. Participates in activities of related professional organization to update knowledge of safety programs.
10. Develops standard process for investigating accidents.
11. Reviews workers' compensation reports for completion. Compiles and analyzes data on types of injuries to identify patterns and areas of concern. Works collaboratively with workers' compensation representative, the injured employee, and departments in returning employee to work with or without restrictions.
12. Assists in the development, coordination, and implementation of an effective return to work program.
13. Monitor and maintain driver's license records for staff who drive or may drive County vehicles.
14. Coordinates activities and provides information and assistance to the Safety Committee.

B. Monitor/Investigate/Coordinate

1. Gathers information on accidents and claims against the County (auto, general liability, and property damage.)
2. Submits necessary information to insurance companies.
3. Maintains motor vehicle reports and other information pertinent to claims or insurance losses.
4. Coordinates with the legal representative concerning all losses or claims against Baldwin County.
5. Coordinates with Budget/Purchasing Department for processing of damage repairs.

C. Training

1. Maintains records of training activities and employee programs, monitoring their effectiveness.
2. Assists in the needs assessment for safety training and staff development to enhance the effectiveness of employee performance in achieving the goals and objectives of the County.
3. Reviews evaluations of training courses, objectives, and accomplishments.
4. Consults with Appointing Authorities and Department Heads on safety performance.

5. Conducts needs assessments to determine measures required to enhance employee job safety performance and overall County performance.
6. Coordinates safety training schedules.
7. Conducts safety training sessions on various topics.
8. Maintains personnel training files for each County employee.

D. Reports/Record-Keeping

1. Coordinates and schedules random drug testing.
2. Maintains accident reports.
3. Maintains complaint reports.
4. Maintains all information regarding insurance coverage and claims.
5. Assures that Building Maintenance Department is aware of buildings in need of repair as a result of property damage or loss.
6. Responsible for the integrity of data and the confidentiality of information.
7. Maintains various reports as needed.

Knowledge, Skills, and Abilities

1. Skills sufficient to communicate effectively with employees and the general public.
2. Ability to keep records and make accurate reports.
3. Ability to read and understand written materials.
4. Knowledge to understand rules and regulations of defensive driving, safety, A.D.A., etc.
5. Ability to follow oral and written instructions.
6. Knowledge to understand insurance coverage rules and regulations.
7. Ability to establish and maintain effective working relationships throughout all levels of the organization, outside safety related agencies, and the public.
8. Ability to follow established protocols for reporting and submitting information in a timely manner.
9. Ability to motivate internal stakeholders to accept and comply with County safety policies and procedures.
10. Knowledge preferred in highway and solid waste safety procedures.

Other Characteristics

1. Must be willing to work varied hours to accommodate demand.
2. Must be willing to travel.

Minimum Qualifications

1. Bachelor's degree and a minimum of five (5) years' experience in Risk Management; or equivalent combination of experience and training that provides the knowledge, skills, and abilities necessary to perform the work.
2. Certified Safety Professional certification preferred.
3. Must have a valid drivers' license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Workers Compensation Coordinator

Department: Personnel Department

Job Analysis: June 2018

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Personnel Director, Risk Manager

Subordinate Staff: None

Internal Contacts: County Commission, County Employees, Elected Officials, etc.

External Contacts: General Public, Insurance Companies, Vendors

Status: Classified/Non-Exempt (J)

Job Summary

The Workers Compensation Coordinator manages workers' compensation cases and return to work programs. Responsible for coordinating and supporting initiatives relative to the evaluation, processing, and handling of workers compensation claims for the Baldwin County Commission. This position also: manages the processing of all claims resulting from accidents, and injuries, coordinates the handling and resolution of claims, acts as a liaison between the Baldwin County Commission, its insurance provider and agents, claimants regarding the status, and eligibility for coverage for all relevant claims, develops and maintains outside vendor and service provider relationships, reviews claims, answers inquiries, and makes recommendations for resolution. This position works closely with Personnel Staff with the responsibilities in some or all of the following functional areas: employee relations, training and development, employment and risk management.

Job Domains

1. Maintains records and reporting systems on lost time accidents.
2. Reviews workers' compensation reports for completion. Assists in compiling and analyzing data on types of injuries to identify patterns and areas of concern. Works collaboratively with workers' compensation representatives, the injured employee, and departments in returning employee to work with or without restrictions.
3. Assists in the development, coordination, and implementation of an effective return to work program.

4. Assists in monitoring and maintaining driver's license records for staff who drive or may drive County vehicles.
5. Assists in gathering information on accidents and claims against the County (auto, general liability, and property damage.)
6. Submits necessary information to insurance companies.
7. Maintains motor vehicle reports and other information pertinent to claims or insurance losses.
8. Coordinates with the legal representative concerning all losses or claims against Baldwin County.
9. Maintains records of training activities and employee programs.
10. Assist in coordinating safety training schedules.
11. Maintains personnel training files for each County employee.
12. Maintains all medical and drug testing records.
13. Coordinates and schedules random drug testing.
14. Maintains accident reports.
15. Maintains all information regarding insurance coverage and claims.
16. Responsible for the integrity of data and the confidentiality of information.
17. Maintains various reports as needed.
18. Assists in the new hire process.
19. Prepares miscellaneous research and reports as requested.

Knowledge, Skills, and Abilities

1. Skills to perform basic arithmetic functions.
2. Ability to keep records and make accurate reports.
3. Ability to read and understand written materials.
4. Ability to follow oral and written instructions.
5. Ability to deal with the general public, etc. in a courteous and polite manner.
6. Knowledge to understand insurance coverage rules and regulations.
7. Ability to establish and maintain effective working relationships throughout all levels of the organization, outside safety related agencies, and the public.
8. Ability to follow established protocols for reporting and submitting information in a timely manner.
9. Skills to complete various forms, records and general correspondence.
10. Knowledge of personnel functions.
11. Knowledge of state and federal laws that pertain to personnel activities.
12. Ability to work independently.
13. Knowledge of departmental policies and procedures and ability to apply them to work related problems.
14. Knowledge of general office procedures.
15. Ability to maintain the highly confidential nature of human resources work.
16. Skills and ability to maintain accurate and attention to detail.

Minimum Qualifications

1. Possess a valid driver's license and be insurable by County insurance standards.
2. High school diploma or equivalent.
3. 3-4 years of Workers Compensation experience required.

4. Experience and basic understanding of human resource functions preferred.
5. Willing to travel for the purpose of professional development.
6. Willing to work non-standard hours as required.

POSITION DESCRIPTION

Title: Personnel Director

Department: Personnel Department

Job Analysis: 04/85, 07/95, 01/01, 06/03, 10/05, 05/06, 08/08, 12/10, 09/18

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: County Commission

Subordinate Staff: Asst. Personnel Director, Benefits Specialist, Risk Manager, Safety Coordinator, ~~Personnel/Safety Technician~~, Workers Compensation Coordinator, Administrative Support Specialist II

Internal Contacts: County Employees, County Administrator, County Commission, and other Elected Officials

External Contacts: General Public, Training Organizations and Benefits Providers

Status: Exempt/Appointed Contract (AE-10)

Job Summary

The Personnel Director guides and manages the overall provision of Personnel services, policies and programs for the entire county. The major areas directed are: recruiting and staffing; organizational and space planning; performance management and improvement systems; organization development; employment and compliance to regulatory concerns; employee orientation, development, and training; policy development and documentation; employee relations; compensation and benefits administration; employee safety, welfare, wellness and health; and employee services and counseling.

The Personnel Director originates and leads Personnel practices and objectives that will provide an employee-oriented, high performance culture that emphasizes confidence, quality, productivity, and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

The Personnel Director coordinates implementation of services, policies and programs through Personnel staff; and assists and advises County Commission, Elected Officials, County Administrator and Department Heads on Personnel issues.

Job Domains

A. Administration

1. Oversees the implementation of Personnel programs through Personnel staff. Monitors administration to established standards and procedures. Identifies opportunities for improvement and resolves discrepancies.
2. Oversees and manages the work of Personnel staff. Encourages the ongoing development of the Personnel staff.
3. Develops and monitors an annual Personnel budget.
4. Conducts a continuing study of all Personnel policies, programs and practices to keep management informed of new developments.
5. Leads the development of department goals, objectives, and procedures.
6. Established department measurements that support the accomplishment of the county's strategic goals.
7. Directs the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepares periodic reports to track strategic goal accomplishment.
8. Develops and administers programs, procedures, and guidelines to help align the workforce with the strategic goals of the county.

B. Training and Development

1. Defines all County-wide training programs.
2. Leads the implementation of the performance management system that includes performance development plans and employee development programs.
3. Establishes an in-house employee training system that addresses County training needs including training needs assessment, new employee orientation and management development.

C. Staffing

1. Established and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
2. Conducts recruitment effort for all exempt and nonexempt personnel.
3. Supervises Personnel staff.

D. Employee Relations

1. Formulates and recommends Personnel policies and objectives for the County with regard to employee relations.
2. Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
3. Conducts investigations when employee complaints or concerns are brought forth.
4. Monitors and advises managers and supervisors in the progressive discipline system of the County. Monitors the implementation of a performance improvement process with non-performing employees.

5. Reviews, guides and recommends actions in regard to employment terminations, suspensions, demotions and disciplinary actions.
6. Leads the implementation of county safety and health programs.
7. Reviews employee appeals through the company complain procedure.

E. Compensation and Benefits

1. Establishes the County wage and salary structure, pay policies and oversees the variable pay systems within the county.
2. Leads competitive market research to establish pay practices and pay scales that help to recruit and retain superior staff.
3. Monitors all pay practices and systems for effectiveness and containment.
4. Obtains cost effective, employee serving benefits; monitors national benefits environment for options and cost savings.
5. Leads the development of benefit orientations and other benefit training.
6. Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.

F. Law

1. Leads County compliance with all existing labor, legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, etc. Maintains minimal County exposure to lawsuits.
2. Directs the preparation of information requested or required for compliance with applicable laws. Approves all information submitted. Serves as the primary contact with the County attorneys and outside government agencies.
3. Protects the interests of employees and the County in accordance with county Personnel policies and governmental laws and regulations.

Knowledge, Skills, and Abilities

1. Skills to communicate with employees, applicants and officials.
2. Skills to perform basic arithmetic functions.
3. Skills to complete various forms, records and general correspondence.
4. Considerable knowledge of personnel functions and practices.
5. Knowledge and abilities to conduct job analysis.
6. Knowledge of state and federal laws that pertain to personnel activities.
7. Ability to work independently.
8. Knowledge of departmental policies and procedures and ability to apply them to work related problems.
9. Knowledge of general office procedures.

Other Characteristics

1. Possess a current Alabama driver's license.
2. Possess a Bachelor's Degree in Management, Personnel Administration or closely related field, or equivalent experience.
3. Willing to travel for purpose of professional development.
4. Willing to work non-standard hours as required.