



# MORRISON COUNTY

## JOB DESCRIPTION

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Job Title: Human Resources Manager  
Department: County Administration  
Classification: Grade 14  
Reports to: County Administrator  
Supervises: Yes  
Normal business hours: Monday – Friday, 8:00 AM – 4:30 PM  
Union: No  
FTE Status: 1.0 Full Time Equivalent  
Last Reviewed: 08/2024

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### **Nature of Work:**

This position is responsible for maintaining and directing the overall human resources functions for all employees ensuring the organization complies with employment laws and regulations; ensuring timely and accurate completion and dissemination of a variety of HR reporting and payroll administration; and ensuring that the county adheres to labor laws, regulations and county policies to mitigate legal risks associated with employment practices.

### **Communicates with:**

Internally – All staff.

Externally – Vendors, government agencies and public.

### **Supervision:**

Human Resource Specialist

Payroll Specialist

### **Telecommute:**

By exception

### **Essential Work Functions:**

- Coordinates/supervises Payroll Specialist and HR Specialist to carry out HR functions for the county.
- Responsible for the administration of the FLSA, FMLA, ADA, ACA, OSHA, BLS, Unemployment and other related laws and regulations.
- Works with Department Heads/Supervisory staff and employees on confidential HR functions i.e. discipline recommendations, coaching, training etc.
- Works on a wide variety of complex project-orientated assignments with County wide implications.
- Determines information/data to be obtained, compares and investigates discrepancies in data, creates reports for use in union negotiations, policy level recommendations, benefit administration etc.
- Anticipates ways to improve overall organizational operations to continually increase operational efficiencies and productivity throughout the organization.
- Develops and implements performance appraisal system to evaluate and manage employee performance.
- Contributes to strategic planning by forecasting and developing HR strategies, provides training for mgmt. staff to enhance HR rules/regulations.
- Recommends, develops, and implements HR policy, process implementation to ensure legal compliance and county-wide continuity of HR functions.
- Manages employee benefit plans, vendor management, employee communication, data analyses and education, OE coordination, tracks industry trends

**Other Work Functions**

- Performs related work as required.

**Minimum Qualifications of Education and Experience:**

- Requires four years of formal training in tech or bachelor's degree.
- Five (3) years of experience required.
- Ability to pass all position required background(s) and testing(s).

**Knowledge, Skills, and Abilities Required:**

- Valid MN Driver's License.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Understanding of the organization's goals and objectives.
- Good interpersonal skills.
- Excellent written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Excellent organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to effectively supervise staff.
- Knowledge and skills in strategic planning.
- Demonstrate initiative and excellent problem-solving skills.
- Demonstrate an ability to effectively handle a wide variety of projects and problems in an effective and professional manner

**Persons with disabilities:**

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

**Physical Demands and Work Environment:**

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%-74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Moderate (Up to 60 pounds of force)		X		
Challenging or threatening behaviors		X		
Work with high detail/deadlines				X

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_