

**Northeast Colorado Association of Local Governments
Job Description**

Job Title: Human Resources / Office Manager
Reports To: Executive Director
FLSA Status: Exempt
Approved Date: 04/07/2021

Job Summary:

The Human Resource (HR) will lead and direct the routine functions of the (HR) department for NECALG. The HR / Office Manager will work full time (40 Hours) at NECALG, Monday through Friday 8am to 4:30pm with a 30 minute lunch period. This will include hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices. The HR / Office Manager partners with the Directors and Executive Director to assess needs, and develop programs, policies and procedures for implementation. The HR / Office Manager also will establish a relationship with vendors used for office equipment in the event that service is required.

Supervisory Responsibilities:

- Recruits, interviews, hires, and trains new staff in the department.
- Assists with constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.
- Establishes and maintains HR policies and programs and processes.
- Manages and completes monthly payroll accounting and benefit programs for NECALG

Duties/Responsibilities:

- Partner with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Establish and maintain effective working relationship with employees, the public, and community-based organizations and other partner agencies.
- Work closely with agency finance officer, supporting department fiscal policies and procedures.
- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees and/or lead employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

- Administers or oversees the administration of Human Resources programs including, but not limited to; compensation, benefits, leave, disciplinary matters, disputes and investigations, performance and talent management, recognition, morale, occupational, health and safety, and training and development.
- Timesheet review, payroll processing, benefit related reporting and reconciliations
- Organize and maintain employee files
- Maintain HR/EWS system and keep all aspects of the system current
- Assist Director in formulating and executing strategic planning and agency goals.
- Maintain Section 125 bank account and reconcile on a monthly basis

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities related to HR and Finance may change at any time with or without notice.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to work well with culturally diverse people and maintain effective working relationships
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
- Considerable knowledge of government sector HR management, pension plan, employment law and contract administration.

Education and Experience:

- Degree in Human Resources, Business Administration with a emphasis in HR, or related field(preferred).
- A minimum of three years of human resource management experience preferred.
- SHRM-CP or SHRM-SCP highly desired.

Physical Demands: Ability to lift under 1/3 of the time up to 25 pounds. Must be able to access and navigate each department at each organization's facilities. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Activities involve standing, sitting, driving, stooping, kneeling, climbing, lifting and carrying, transferring objects, reaching, pushing and pulling.
- Stairs are present in many offices.
- The climate and/or temperature may not be comfortable at times.
- Office equipment will be used including calculators, copy machines, telephones, keyboards and computers. Skills and activities require fine motor dexterity, good vision, good hearing and clear speaking.
- Travel is expected of all staff throughout the 6 county region (Logan, Morgan, Phillips, Sedgwick, Washington and Yuma).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Travel is expected of all staff and the HR Specialist is expected to assist staff in all six counties where assistance may be needed.

