

HUMAN RESOURCES CONSULTANT I

DEFINITION OF WORK

Employees in this classification perform professional human resources work in an assigned area such as performance management, organizational development, employee assistance, risk management, conflict resolution, or in a generalist capacity. Employees in this class assist in the management of the County's Human Resources Department by managing programs with limited dynamics such as performance management, organizational development, workers' compensation, employee assistance, etc. This role can also include performing limited human resource generalist functions in the competitive services program areas. Employees also assist the Human Resources Deputy Director in the employee relations function. Work involves data gathering and analysis, involvement with employees, committees, departmental management, and supervisors to provide information and interpret policies, laws and regulations. Work requires knowledge of the assigned areas of personnel administration; however, the employee must also possess the knowledge to assist management and employees in a variety of programmatic human resources issues outside their assigned areas. Precedents, policies, and procedures exist for most program dynamics and delivery of services requires the employees to understand multi-faceted issues and provide options for resolution. Employees function independently in most work situations; however, novel situations are discussed with higher level consultants and the Deputy Director. Employees must exercise sound judgment and initiative in the completion of daily tasks. Work is distinguished from the Human Resources Consultant II classification in the independence of action, judgment, and program dynamics. Work is performed under the supervision of the Human Resources Deputy Director and is evaluated through conferences, reports, completed projects, and feedback.

EXAMPLES OF WORK

Employees in this class assist the Human Resources Deputy Director in managing such programs as performance management and providing services in the areas of career planning, cultural enhancement, organizational effectiveness, staff development, and organizational design, and continuous improvement projects; assists the Risk Manager in administering the workers' compensation and employee assistance programs; assist in providing human resource services to the competitive service program areas which require more implementation and transactional practices and limited policy interpretation; conduct research on a transactional and departmental basis; provide assistance on program enhancements and clarification; assist in the implementation of new and modified human resources policies, procedures, and programs; administer program areas with a general understanding of human resource program laws, regulations, policies and procedures; may assist in classification and compensation, talent acquisition, training, employee relations and salary administration under supervision of other human resource professionals; provide information and assistance to employees, management, and the public regarding human resources policies and procedures; answer questions and provide information regarding personnel transactions, pay schedule and ranges, employee training, workers' compensation, employee assistance, employee records, benefits, grievance procedure, salary administration policies and other related matters, referring more complex questions to the program specialists, Risk Manager, or to the Deputy Director; review personnel transaction forms for accuracy and correct application of policies; discuss concerns with supervisors and managers to determine the relevance of the proposed action and impact upon existing policies; develop and maintain transactional measurements of daily activities; complete salary and benefits surveys; coordinate the annual performance management cycle; complete salary surveys received from other local jurisdictions; deliver learning events; assist in enterprise wide salary administrative projects; evaluate the program effectiveness of the assigned area of work; prepare presentations related to assigned program

areas; communicate effectively with other staff to ensure continuity of services; perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a four-year college or university and two years of experience in personnel administration in a generalist capacity; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of the professional practices and methodologies governing the area of assignment; considerable knowledge of the County's policies, procedures, and State and federal laws and regulations; working knowledge of theories, principles and practices of personnel administration; ability to maintain effective personnel programs and to provide data and program accomplishments ; ability to plan and organize work effectively and efficiently; ability to gather and analyze information, compose and implement reports and procedures; ability to exercise sound judgment, defend decisions and interpret policies; ability to maintain the confidentiality of personnel records and discussions; ability to establish and maintain effective working relationship with the management team, supervisors, department heads, and employees; ability to communicate effectively.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with office work such as ergonomic and visual acuity issues.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of stooping, reaching, walking, fingering, grasping, hearing, talking, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare data and statistics, work with accounting processes, handle proofing tasks, do extensive reading, and operate a computer terminal.