

## **HUMAN RESOURCES CONSULTANT II**

### **DEFINITION OF WORK**

Employees in this classification perform professional human resources analytical work in assigned functional areas and assist the Human Resources Deputy Director in the administration of policies and programs. Employees in this class assist in the management of the County's Human Resources Department, working especially in the areas of classification and compensation, talent acquisition and salary administration, and Training and Development. Work involves data gathering and extensive analysis, involvement with employees, committees, departmental management, and supervisors to provide information and interpretation of policies, laws, and regulations. Work is characteristically complex in nature requiring knowledge of the organizational and cultural nuances of the County. Work requires considerable knowledge of assigned areas of personnel administration; however, the employees must also possess the variety of knowledge of a human resources generalist to identify the various components of the complex issues presented by management and employees. Guidelines exist which establish the parameters of the assigned area; however, execution of effective program management requires the employees to understand the issues and apply creative solutions. Employees function with a high degree of professional independence and must exercise sound judgment and initiative. Work is distinguished from the Human Resources Consultant I classification in the independence of action, judgment, and program dynamics. Work is performed under the general supervision of the Human Resources Deputy Director and is evaluated through conferences, reports, completed projects, and feedback.

### **EXAMPLES OF WORK**

Employees in this classification assist the Human Resources Deputy Director in planning and problem solving for a variety of personnel issues, policies, procedures, and employee and management concerns; conduct research on transactional and enterprise wide basis; provide input on strategic development and assist in implementation of new and modified human resources policies, procedures, and programs; plan and administer program specific areas with the understanding of other human resource programs, laws, regulations, policies, and procedures which impact their assigned area of specialization; establish and maintain the classification and compensation plan, the talent acquisition and salary administration program, or the training and development program; 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 needs and schedules, employee records, benefits, grievance procedure, salary administration policies and other related matters; review personnel transaction forms for accuracy and correct application of policies; develop and maintain transactional measurements of daily activities and strategic measurements aligned with the organizational mission and goals; conduct salary and benefits surveys; analyze and compile data; complete salary surveys received from other local jurisdictions; develop learning events, curriculum, and determine the effectiveness of employee and leadership training; analyze employee training and experience to create salary equity charts in the salary administration process; conduct research and gather statistical and other data for a variety of reports for the County and for other agencies as requested; maintain and enhance professional relationships while initiating and leading dialogue with department heads, managers, and other employees; evaluate the program effectiveness of the assigned area of work; prepare analytical materials for presentations related to assigned program areas or in support of best practices in the field; communicate effectively with other staff to ensure continuity of services; supervise the Department in the absence of the director; and perform related duties as required.

## **EMPLOYMENT STANDARDS**

### **Education and Experience:**

Graduation from a four-year college or university and three years of experience in personnel administration in either position management or training and development or talent acquisition and salary administration; or an equivalent combination of education and experience.

### **Knowledge, Skills, and Abilities:**

Thorough 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; considerable knowledge of methods, techniques for conducting research and analyzing data; ability to establish and maintain effective personnel programs, and to provide data, and statistical trends, program accomplishments and recommendations for implementing new programs or procedures; 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, employees, and the general public; ability to be innovative and creative in designing new programs, and proposing policy changes; ability to communicate effectively in oral and written forms; ability to work collaboratively.

## **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.