

HUMAN RESOURCES REPRESENTATIVE

DEFINITION OF WORK

Employee in this classification performs professional and supervisory human resources work in the Sheriff's Office. An employee in this class provides general personnel services for sworn and civilian personnel under general supervision of the Business Manager and Chief Deputy Sheriff. The employee performs moderately complex and routine personnel functions in the areas of recruitment, employee relations, policy development and interpretation, public employment regulations and laws, and benefits administration while responding to the needs of a stable organization. Work is performed in concurrence with existing County human resources policies and procedures, as well as the requirements set forth by the North Carolina Sheriff's Training and Education Standards Commission, the Sheriff's Office Standard Operating Procedures Manual, and the Commission on Accreditation for Law Enforcement Agencies standards. Work involves data gathering and analysis, involvement with employees and sworn officials in the administration of daily functions by providing information and interpreting policies, laws and regulations. Work is moderately complex in nature requiring knowledge of the organizational and cultural nuances of the Sheriff's Office. Work requires knowledge of the assigned areas of personnel administration with novel situations being referred to the Chief Deputy and the County Human Resources Department. Precedents, policies, and procedures exist for most program dynamics and delivery of services requires the employee to understand law enforcement related issues and provide suggestions for resolution. Employee must exercise sound judgment and initiative in the completion of daily tasks. Work is distinguished from the Human Resources Consultant I by the depth of programmatic knowledge, precedent setting situations, and scope of services. Work is performed under the supervision of the Chief Deputy Sheriff and is evaluated through conferences, reports, completed projects, and feedback.

EXAMPLES OF WORK

Employee in this class provides human resources services and recommendations in the area of policy administration, recruitment, employee relations, selection, records management to the Sheriff's Office; provides recommendations on classification and salary administration to the County Human Resources Department; advises Sheriff, command staff and supervisors on organizations structure, personnel programs and services; maintains records of structure and changes in workforce; coordinates the position classification and salary administration and recruitment with the County Human Resources Department; manages the recruitment, personnel actions, records management, benefits for law enforcement and civilian occupations and supervises the employee selection process for all Sheriff's employees; interprets laws, policies, regulations and ordinance for law enforcement, detention personnel and civilian employees; coordinates with Sheriff's Office of Professional Standards, legal counsel, Chief Deputy Sheriff in evaluating employee performance in high risk incidents; makes recommendations for appropriate interventions; tracks all incidents of risk for the Office; administers the Sheriff's Office standard operation procedures in the area of classification and delineation, allocation and distribution of personnel, compensations, work schedules FLSA codes and use of leave policies. Develops and implements human resource operating policies for the Office; manages the recruitment and selection programs for sworn, detention and civilian personnel; conducts new employee orientation; prepares reports and data in compliance with accreditation requirements; ensures applicant packets are in compliance with the NC Department of Justice Sheriff's Training and Standards Commission; establishes goals for the unit in concert with the Chief Deputy; serves as liaison between Sheriff's Office and the County Human Resource Department concerning employment, classification, compensation, and employee file documentation; performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

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

Knowledge, Skills, and Abilities:

Knowledge of the professional practices and methodologies governing the area of assignment; knowledge of the County's policies, procedures, and State and federal laws and regulations; working knowledge of methods, techniques for conducting research and analyzing data; 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 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 and employees; ability to communicate effectively in oral or written form.

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.