

TOWN OF CANTON, NORTH CAROLINA

CLASS DESCRIPTION

CLASS TITLE: HUMAN RESOURCE MANAGER & FINANCE ASSISTANT

Department: Finance
Reporting To: Finance Director
Direct Reports: None
FLSA Status: Exempt
Last Updated On: October, 2024

GENERAL DESCRIPTION OF CLASS:

Under general direction, serves as the primary employee benefits and compensation resource and leads talent acquisition efforts within the organization; ensures compliance with all applicable federal and state laws related to employee; proactively monitors employee relations and suggests strategic programs and activities to maintain a positive working environment; performs other duties as required.

ESSENTIAL FUNCTIONS:

- Develops, plans, and implements human resources goals and objectives consistent with organizational vision, mission, and values.
- Develops, recommends, and implements Town employee-relations programs.
- Oversees the Town's healthcare benefit; solicits quotes; negotiates premium costs, monitors usage; and makes recommendations for plan changes based on health insurance trends, usage pattern, and cost.
- Designs and administers Town's employee wellness program.
- Administers the Town's classification and compensation system; leads pay plan updates.
- Assists with research and analysis during restructuring efforts.
- Develops and leads recruitment strategy for new employees.
- Manages worker's compensation plan; coordinates claims; assists in case management.
- Administers employment screening, employee orientation, and benefits enrollment. Plans, develops, coordinates and conducts employee training.
- Leads revisions and additions to Town personnel manual; researches policies of other municipalities.
- Provides information to and assists department heads and supervisors in resolving employee relations and work performance problems in accordance with Town policies, procedures, and all pertinent laws and regulations.
- Participates directly in mediating employee grievances.
- Serves as backup payroll processor
- Directs the maintenance of personnel files, records, statistics, reports and information systems.
- Prepare and monitor FMLA forms.
- Manages health, dental and vision insurance policies
- File life and disability claims.
- Maintains OSHA log; prepare and submit reports.
- Ensures Town compliance with employment-related laws and guidelines; provides for related training for Town employees.
- Works with legal counsel to address employee concerns and other items needing legal counsel.
- Partners with the Special Events Coordinator/PIO to organize employee events and communicate new policies or requirements.

- Prepares and/or oversees the preparation of various reports required by the Town, county, state and federal agencies.
- Receives and responds to employee concerns and complaints regarding employee policies.
- Attends governing board and organizational meetings as necessary.
- Attends training, seminars and conferences, and conducts research to stay abreast of legislation and trends in human resource administration.
- Assists Finance Director in various tasks as needed such as reconciliations, excel spreadsheets, audit preparation, etc.
- Performs general clerical work as necessary, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, sending and receiving faxes, answering the telephone, processing mail, etc.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Considerable knowledge of human resource administration including benefits and compensation.
- Considerable knowledge of state and federal labor laws and reporting requirements.
- Considerable knowledge of Affordable Care Act (ACA) insurance coverage and reporting requirements.
- Considerable knowledge of trends and best practices in the employee wellness and other programs to reduce healthcare liability and costs.
- Knowledge of financial processes and procedures
- Knowledge of payroll and associated taxes
- Ability to operate a personal computer and Microsoft Office software.
- Ability to drive team work and create a supportive work environment.
- Ability to negotiate, exchange ideas, information and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
- Strong reasoning skills.
- Ability to prepare clear and concise reports.
- Ability to communicate effectively, both verbally and in writing.
- Ability to thoroughly document pertinent information.
- Ability to maintain effective working relationships with other employees.
- Ability to multitask.
- Ability to maintain confidentiality.

EDUCATION AND EXPERIENCE REQUIRED:

- High school diploma or GED.
- Bachelor's degree in human resource administration, public administration, business administration, or closely related field and a minimum of two (2) years of experience in municipal or county human resources; or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the position.

SPECIAL REQUIREMENTS:

- Valid North Carolina driver's license.

WORKING CONDITIONS:

- General office environment

ADA COMPLIANCE

The Town of Canton is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires standing, walking, fingering, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.