



Job Title: Deputy County Administrator ~~Human Resources Specialist~~
Department: County Commissioner's Office/Office of the County Administrator
Reports To: County Administrator
FLSA Status: Hourly, Non-Exempt

Approved/Revised: _____, 20242

Job Summary

Under the general supervision of the County Administrator, the Deputy County Administrator works alongside the County Administrator in the overall management and administration of County Services and functions. This position has direct overall responsibility for the management of the Human Resources Department and ~~Under the direction of the County Administrator (HR Director), the Human Resources Assistant~~ provides administrative supports for all HR functions for all county departments and for all county employees. This position is designated as confidential and has access to and managed sensitive information that is used to contribute significantly to the development of management policies and procedures and other matters in collective bargaining. **The Deputy County Administrator acts on behalf of the County Administrator as directed and during absences.** Outstanding administrative and communication skills, the ~~HR assistant~~ Deputy County Administrator is expected to be a conceptual thinker with superb organizational and time management skills. Must be reliable and should accurately follow instructions with the ability to multitask and acclimatize in a fast-paced environment.

Conflict management and decision-making skills with a solid understanding of employee relationships, staffing management, and payroll and benefits administration.

HR Specialist Deputy County Administrator Responsibilities:

- Plans, directs and oversees all aspects of the Human Resources Department for the County
- Responsible for human resources administration. Assists the County Administrator with administrative functions including responsibility for hiring, training, assigning work, approving leave time, reviewing and evaluation performance and dealing with employee relation issues.
- Assists the County Administrator in supervising appointed managers and functions of departments such as Facilities, Equalization, Emergency Services, housing, Conservator, Veterans, Building, Transportation, Airport, Maintenance, Information Technology, Risk Management/Insurance, Recreation and others as assigned. Assists in the process for the hiring of department managers, assigns functions, and reviews and evaluates managerial performance.
- Assesses County operations and staffing levels.

~~HR Specialist Job Description~~ Deputy County Administrator

- Plans, organizes, and directs County departments as assigned by County Administrator.
- Involved in the general management of County departments, including personnel, labor relations, fringe benefit levels, policy development and implementation, risk management, and other facets of general County administration and operations.
- Oversees special projects associated with overall County development, at the direction of the County Administrator.
- **Acts on behalf of the County Administrator as directed and during absences.**
- Coordinates with department heads to provide research, surveys, analysis and evaluation, recommendations, and continuity to the County on a variety of administrative, operational, procedural, legislative, planning, and policy issues.
- Provides analysis and recommendations to the County Administrator, County Board Chairperson and department heads regarding proposed laws, rules, regulations, statutes, ordinances or orders that pertain to the administrative activities of the County; leading to execution of administrative policies/positions.
- Works with legal counsel, County Administrator, and elected officials on collective bargaining and litigated matters.

- Support all internal and external HR related inquiries or requests.
- Maintain digital and electronic records of employees.
- Serve as point of contact with benefit vendors and administrators.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Oversee the completion of compensation and benefit documentation.
- Work with benefits vendors on enrollment, compliance and renewals.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars for compliance, safety and wellness initiatives.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Work with payroll staff to process payroll and resolve any payroll errors.
- Process FMLA, COBRA, Worker's Compensation & OSHA matters.
- Complete termination paperwork and exit interviews.
- Keep up-to-date with the latest HR trends and best practices.
- Assist and act in a confidential capacity to persons who formulate and effectuate management policies with regard to labor relations and regularly substitute for employees having such duties.
- Prepare confidential reports, such as wage surveys, statistical summaries, and financial reports for distribution to management during collective bargaining.
- Maintain confidential records, such as personnel information, contract negotiation notes, and data related to those records.

HR Specialist Deputy County Administrator Requirements:

- Bachelors degree in human resources or related (preferred).
- 2 years of experience as an HR assistant or other administrative support (essential).
- Exposure to all of HR functions and best practices.

- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Highly computer literate with capability in email, MS Office and related business and communication tools.
- Fantastic organizational and time management skills.
- Strong decision-making and problem-solving skills.
- Meticulous attention to detail.
- Ability to accurately follow instructions.
- Preferred:
 - Exposure to labor law and employment equity regulations.
 - Effective HR administration and people management skills.
 - Exposure to payroll practices.

Direct supervision: the position does not require the direct supervision of any employee.

- Indirect supervision: acts as a resource person for team members, students, interns, consultants and casual help as required.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *This job requires the ability to perform the essential functions contained in this description. Accommodations will be made for otherwise qualified applicants unable to fulfill one or more these requirements.*

Working Conditions:

Works in inside conditions but may travel occasionally to other locations to make presentations and represent the department.

Employee Acknowledgement:

I understand that the Alpena County Personnel Policy Handbook is available on the Employee Navigator and that it is my responsibility to review the Handbook periodically for changes or revisions.

Employee
Signature: _____ Date _____

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Reviewed &
Approved by County Administrator
or Elected Official: _____ Date: _____