

REQUEST TO CREATE & FILL VACANCY

Position Vacancy HR Specialist  
Department Commission  
Vacancy Result of: Resignation of Laura Littlecott

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

- 1. Job Description
- 2. Departmental Organizational Chart
- 3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	\$ <u>160 hrs = 4,530.80</u>
Sick Leave	\$ <u>46.55 hrs = 1,318.76</u>
Employee Retirement Recognition	\$ _____
Other	\$ _____
Total	\$ <u>5,851.56</u>

- 4. Explain the effects of leaving the vacancy until severance is accumulated.  
Position cannot be left unfilled for an extended period due to volume of work.
- 5. Explain the effects of not filling the position or discussion of alternatives.  
Backlog of HR work will be created and HR issues will not be addressed in a timely manner
- 6. Provide description of departmental discussions about the position.

7. Estimated length of time to fill the position after approval.  
15-30 days

8. Any additional comments?

\_\_\_\_\_  
Department Manager Date

Request for creating & filling of vacancy: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_  
Chair, Brookings County Commission Date

<b>POSITION TITLE</b>	Human Resources Specialist
<b>GRADE</b>	N-8
<b>FLSA STATUS</b>	Non-Exempt
<b>REPORTS TO</b>	Commission Director

## **DESCRIPTION OF WORK**

### **General Statement of Duties**

Manages the HR functions for Brookings County. Responsible for the human resources functions of the county to include: recruitment process, development of employment practices to comply with applicable employment laws, employee relations, union contract negotiations, personnel policy administration, performance management and documentation, job analysis and review, salary and benefits administration, employee file maintenance and compliance, employee onboarding, and all other human resource duties as assigned by the Commission Department Director.

**Examples of Duties:** (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Conducts full-cycle recruiting process for all exempt and non-exempt positions in the County. Includes job postings, placing recruitment advertising, screening applications, scheduling interviews, assessing candidates, conducting reference checks/pre-employment screening, extending offers and onboarding.
- Monitors the County's compensation plan and makes recommendations to the Brookings County Commission for changes due to market, or job reclassifications.
- Consults regularly with Department heads on employee performance issues and makes recommendations/crafts documentation.
- Assesses staff training needs. Coordinates or leads required training.
- Responsible for the insurance and benefit program for the County. Responsible for the coordination and implementation of contract renewals, requests for quotes, and all other aspects of the benefit/insurance program.
- Works with county bargaining units and employment law attorney on Union contract negotiations and renewal.
- Responsible for compliance with HR laws and policies including (but not limited to): FMLA, FLSA, ADA/ADAA, EEOC, ADEA, COBRA, Drug Free Workplace Act, Equal Pay Act, ACA, and all other HR legal compliance areas.
- Serves as the ADA Coordinator for Brookings County. Serves on the Brookings Committee for People Who Have Disabilities.
- Serves as the Safety Co-Coordinator for Brookings County. Assists in managing the employee safety committee:
- Submits and manages Workers Compensation claims; Coordinates employee training to improve safety efforts, Serves as the contact person for safety concerns.
- Administers liability insurance program. Monitors and reviews liability risks and exposures and responds accordingly. Complies with annual requirements for the SDPAA Safety loss control award and recommendations. Reviews county property to assess liability coverage needs.
- Maintains and updates HRIS system including adding new hires, processing pay and position changes and terminations.
- Writes, updates and maintains County Personnel Policy Manual.
- Attends meetings and training sessions as directed.
- Performs work in a manner consistent with safe practices.
- Develops and maintains positive and professional relationships with the general public and other employees.

## **QUALIFICATION FOR APPOINTMENT**

### **Required Knowledge, Skills, and Abilities**

- Ability to prepare clear, concise, and accurate reports.
- Ability to understand and follow both verbal and written instructions quickly and accurately.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective relationships with employees, other agencies, and the public.
- Ability to maintain confidentiality when handling human resources information.
- Ability to display efficient use of time and proficient organizational skills with specific attention to detail.
- Ability to make mathematical calculations rapidly and accurately.
- Extensive knowledge of modern office practices, procedures and equipment including computers, scanner, calculator, fax machine, copy machine, etc.
- Demonstrated knowledge and skill in the use of computers and computer programs to include Microsoft Word, Access, Excel, PowerPoint, Exchange and the Internet.
- Knowledge of HR practices, laws, and programs.

### **Education**

- Bachelor degree in Business Administration, Human Resources, or related field.
- Professional HR certification (SPHR/PHR, SHRM-CP/SHRM-SCP) or related certification preferred.

### **Experience**

- Minimum of three (3) - five (5) years of experience demonstrated HR generalist duties.

**OR**

Any equivalent combination of education and experience as is acceptable to the hiring authority.

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*Commission Chairperson*

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*Date*