

VACANT POSITION
DEPARTMENT: HUMAN RESOURCES
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION AND PROOF OF EDUCATION TO:
employment@spaldingcounty.com or to Human Resources
CLOSING DATE: Until Position is Filled

Job Title: Human Resource Manager (Position Number 2208)
Salary: Pay Grade 23; Hiring Salary: \$85,000.00
Provisions of the Personnel Ordinance for promotion/demotion/transfer
Work Schedule: 8:00 am – 5:00 pm, M-F

This position has been determined to be exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Bachelor's degree in human resources (or a related field) required with a minimum two to four years of experience in human resources or any equivalent combination of education, specialized training, and experience which provides the requisite knowledge, skills, and abilities for this position. SHRM and/or HRCI certification is desired but not required. Experience with city or county government is highly desired. Experience with Tyler Technologies payroll and time & attendance system is preferred but not required.

GENERAL STATEMENT OF JOB: Under limited supervision, this position performs a variety of generalist and administrative duties which includes personnel, payroll and accounting functions. Duties include assisting the department director with HR matters, creating reports, and providing effective communication to employees and the general public in resolving various issues, problems, and concerns related to personnel and human resources. Reports to the Human Resources Director.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office equipment. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of ten to twenty pounds as necessary.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Performs necessary billing functions associated with employee insurance, including balancing voucher checks with the monthly group health billings; remitting premiums; and working to resolve any problems which may arise with insurance companies.

Maintains an increased level of knowledge related to personnel rules, regulations, and laws to effectively and efficiently manage and apply personnel policies and procedures uniformly in assigned areas of responsibility.

Develops and conducts various HR training programs to the organization.

Maintains an open line of communication with human resource and benefit professionals regarding insurance, hiring, benefits, etc.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

As needed, will investigate departmental complaints and prepares reports outlining the results of the investigation.

Must understand the payroll and time & attendance system and run payroll in the absence of the HR/Payroll Technician.

Must have a working knowledge of the functions of the HR Administrative Assistant II and be able to assist when needed.

In the absence of the Administrative Assistant II, processes new hire applications and ensures all paperwork is completed by new hires. Conducts new hire orientation sessions as needed.

Acts as the expert for the pension plans and assists with answering questions and providing retirement documents as necessary.

Attends meetings and training workshops when requested by supervisor.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Performs a variety of administrative support functions, including scanning, filing, updating records, assisting applicants and employees, answering phones and greeting visitors.

Performs open records requests as needed.

Oversees the HR Department in the absence of the HR Director.

Completes special projects as assigned.

Must be able to work outside normal business hours, as needed.

Performs other related duties as required.

10/15/2026
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