

HUMAN RESOURCES ADMINISTRATOR

*FLSA Status: Exempt
ADMIN Level I*

GENERAL DEFINITION OF WORK:

Performs difficult professional and administrative work under the direction of the Human Resources Director with the overall administration of the human resources program for the school division to include, workforce planning, target recruitment, strategic planning and employee onboarding as well as promoting awareness of equality and diversity within the workplace; does related work as required. Work is performed under limited supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Performs difficult professional and administrative work under the direction of the Human Resources Director with the overall administration of the human resources program for the school division to include, workforce planning, target recruitment, strategic planning and employee onboarding as well as promoting awareness of equality and diversity issues in the workplace; does related work as required.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists with the recruitment process and life-cycle, including initial assessments, interviews and employment offers; assists in employee retention and development through onboarding and stay interview analysis.
- Develops and conducts new hire orientations; prints, sorts and assembles appropriate forms, handbooks, policies, information sheets, and other documents for insertion into orientation packets; obtains fingerprint records and .
- Analysis data and reviews strategic workforce plan; develops and contributes to retention, attraction and motivation strategies; provides advice and support to management and staff with emphasis on performance improvement and talent management; identifies training needs and implementation of training and development activities which contribute to employee effectiveness and development of key competencies.
- Provide statistical reporting and analysis of data in order to make recommendations regarding workforce planning, benchmarking and performance improvement.
- Promotes awareness of equality and diversity issues within the workplace; assist the School Division in taking forward initiatives to help make equality part of the culture.
- Receives and responds to employee concerns and problems; assists with complex/problem situations and provides technical expertise.
- Oversees the substitute workforce including coordination of orientation, training, on-boarding, pay processes, and disciplinary concerns.
- Coordinates, implements, and designs performance evaluations for the School Division.
- Interprets, applies, explains and ensures compliance with all federal, state and local policies, procedures, rules, regulations, laws and standards; initiates any actions necessary to correct deviations or violations.
- Provides information, assistance and guidance to employees, department managers, applicants, the public, County/school officials, the media, or other individuals regarding human resources programs, policies, procedures, or other issues; coordinates department programs/activities with other departments, outside agencies, etc.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of basic methods, practices and objectives of public personnel administration; thorough knowledge of the organization and function of municipal government; general knowledge of basic research techniques and report writing; thorough knowledge of County's personnel policy, payroll, insurance and benefit programs, methods and record keeping; ability to present ideas effectively, either orally or in written form; ability to conduct effective personnel interviews; ability to maintain technical records; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Master's Degree in public administration or related field and considerable human resources generalist experience.

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 stooping, walking, grasping 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 subject to inside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Required to be a Notary Public.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date _____	Name _____
	Signature _____
Date _____	Supervisor _____
	Signature _____

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.