

Cascade County

Job Vacancy Announcement

Position: Human Resources Manager	Closing Date: Open Until Filled
County Department: Commissioners' Office	Dept. Admin.: Board of County Commissioners
Type of Position: Permanent, Full-Time	Salary: \$63,000 - \$67,000
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

DESCRIPTION POSITION

The Human Resources Manager performs a wide variety of complex and administrative work tasks in the Human Resource field. Cascade County employs approximately 500 Full Time Employees. The applicant is also responsible for administration of employee payroll functions, County health insurance administration, Collective Bargaining and administration of eleven collective bargaining contracts, County risk management and safety program. The applicant is responsible for the supervision of all payroll functions for Cascade County employees; primary spokesperson for Cascade County during collective bargaining negotiations with eleven collective bargaining units (Unions); responsible for administration and enforcement of union collective bargaining agreements over the life of the agreements; responsible to work with Department Heads, legal staff and County Commissioners in investigating and coordinating disciplinary actions involving non-Union employees; maintains control and confidentiality of Human Resource files, documents and records in accordance with County policies, State and Federal laws, rules and regulations; responsible for updates and amendments to County policies on Human Resource administration, payroll, risk management, safety, ethics and employee benefits; advises Elected Officials and Department Heads on Human Resource policies and procedures; responsible for ADA, EEO, FMLA and FLSA compliance in Cascade County; responsible for the coordination and orientation of Cascade County new employees; works with Elected Officials and Department Heads on employee recruiting strategies and evaluations of applicants for employment; responsible for the coordination and administration of the County's health insurance and cafeteria programs; primary contact for coordinating unemployment insurance claims with the State of Montana's Department of Labor and Industry; performs other duties as assigned. Applicant reports directly to the Board of Cascade County Commissioners.

JOB REQUIREMENTS

Knowledge, Skills and Abilities: This position requires a combination of knowledge, skills and abilities as more specifically described below:

Knowledge and understanding of: Montana Code Annotated, specifically employment-related statutes, federal employment law, the Federal Fair Labor Standards Act (FLSA), the Family Medical Leave Act (FMLA), government human resource functions, classification and compensation systems; principles of insurance, equal employment laws and management, labor relations principles and labor contract negotiations as well as Montana Workers' Compensation, Unemployment programs and government payroll procedures and programs.

Skills in: Personnel administration, administration of labor agreements, grievance processing, payroll administration, wage and hour interpretation, hiring strategies, risk management, safety administration, and conflict and complaint resolution.

Ability to: Multi-task on diverse projects, effectively manage diverse staffs, work cooperatively with various officials and agencies, effectively negotiate various contracts, interpret policy and collective agreements, and communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE

The foregoing knowledge, skills and abilities are typically acquired through a combination of education and experience. At a minimum, all qualified applicants must have a Bachelor's Degree in Business Administration/Human Resources or a closely related field and a minimum of five (5) years of progressive experience in the Human Resources field.

The successful Applicant must serve a 6 month probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.