

Camden County Human Resource Director

Annual Salary starts at \$47,840 (\$23.00/hr)

Monday-Friday 8:00 A.M. – 4:00 P.M.

This is a full-time position with Camden County. Full benefits; such as health, dental, vision, life, and disability insurance are offered along with retirement programs.

Job Summary:

An HR Director, or Director of Human Resources, is trustworthy, professional and responsible for overseeing HR management and department operations to adhere to Camden County's policies and procedures. Their duties include communicating with all Camden County Elected Officials, managing the HR department's annual budget and coordinating with each office to ensure compliance with HR laws and regulations. The HR Director is also the county's HIPAA Privacy Officer and will make sure that employees required to complete HIPAA training become certified within a set time period upon their hire date.

Responsibilities:

- Assist with employee recruitment- posting and maintaining available jobs within Camden County on the county website and other employment sites
- Conduct pre-hire background checks, drug screenings and interviews as requested by Elected Officials and Department Heads
- Provide and/or oversee County employee orientation on County policies, insurance and retirement benefits, and provide assistance to new employees with enrollment in the various benefits provided
- Oversee the administration of health, dental and life insurance benefits, retirement benefits, Workers' Compensation claims and administration, and assistance to employees to resolve questions/concerns with their respective benefits including leave of absence processing
- Provide guidance and assistance regarding employment procedures with Elected Officials and department heads including disciplinary actions and termination of employment
- Implements county policies and processes to support the county's HR compliance requirements
- Ensure that employees required to complete HIPAA training become certified as required
- Conduct training and dissemination of information regarding changes to policies and procedure and/or changes to any employee benefit
- Coordinate, review and otherwise administer employee separation from employment, including COBRA information and enrollment as necessary
- Coordinate employee training to counteract employee discrimination, hostile work environments and other related training and education
- Collect and maintain all employment and training records for county employees

- Coordinates Workers' Compensation claims, return-to-work requirements and accident reports for insurance carriers
- Assures Camden County is in compliance with all employment laws such as OSHA, ADA and DOT
- Conducts internal investigations into personnel matters when instructed/needed
- Manage, update and maintain Camden County Employee Handbook
- Works with the Camden County Health Department to plan and schedule annual employee health fair
- Cooperate as necessary with the bi-weekly (and special payroll payouts) processing of payroll and ensuring compliance with state and federal compensation requirements
- Meet with Elected Officials as necessary to address employee/employment concerns
- Performs other duties as assigned by the Camden County Commission
- Must maintain confidentiality of sensitive information for employees and Camden County

Desired Qualifications:

- Associate's degree from accredited college or university with a degree in Public Administration, Human Resources, Business Management or related field of study.
- Minimum of two years' experience in Human Resources position or equivalent combination of experience and education
- Considerable knowledge of policies and practices of public personnel administration and thorough knowledge of employee compensation benefits and anti-discrimination practices
- Effective communication skills to maintain desired working relationships with employees and elected officials.
- Ability to read and comprehend general business and legal documents as necessary pertaining to this position

To apply:

Submit application with up-to-date resume to the Camden County Commission between the hours of 8:00 A.M. and 4:00 P.M. at 85 Court Circle NW, Camdenton, MO 65020 or email them to [ccommission@camdenmo.org](mailto:cocommission@camdenmo.org). If you have any questions, please call the Camden County Commission Office at 573-346-4440 extension 8.

CAMDEN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICAN'S WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMODATIONS WITH EMPLOYER. CAMDEN COUNTY IS A DRUG-FREE AND ALCOHOL-FREE WORK PLACE. A PRE-EMPLOYMENT DRUG SCREENING MAY BE REQUIRED FOR POSITIONS WITHIN THE COUNTY.