

Tuesday, February 21, 2023

10:30 AM

*or immediately following the regular board meeting*

*Meeting to be held in the County Board Room  
at the Historic Courthouse, 215 1st Ave S, Long Prairie, MN.*

**MEETING WILL BE LIVE-STREAMED AT: [HTTPS://WWW.CO.TODD.MN.US](https://www.co.todd.mn.us)**

***Agenda Item #***

***Agenda Time:***

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|----------|--|-------|
| <b>1</b> | <b>2023 Preliminary Assessment Data</b><br><i>Chris Odden, County Assessor</i>     | 10:30 |
| <b>2</b> | <b>Human Resources Manager - Reporting Structure</b><br><i>Commissioner Becker</i> | 10:45 |

**Todd County  
Position Description**

**Department:** Administration  
**Position Title:** Human Resources Manager  
**Pay Grade:** 14  
**FLSA:** Exempt  
**Status:** At will  
**Reports To:** County Coordinator  
**Date:** 2023-01

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**Purpose of Position**

The purpose of this position is to direct and coordinate all human resources related activities, including policy development, recruitment & selection, compensation/benefit administration, workers compensation and labor relations.

**Basic Performance Expectations of all Todd County Staff**

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures.
- Has strong communication and interpersonal skills, is honest, fair and dependable.
- Embodies teamwork and cooperation within and across County departments and with the public.
- Communicates effectively with the Department Head and keeps supervisor apprised of important matters ongoing in the department.
- Respect all colleagues, co-workers, board members and the public and lead those around you to do the same.
- This position requires regular and timely attendance in accordance with the department schedule.
- Performs other duties as assigned or apparent.

**Position Specific Essential Duties and Responsibilities**

**The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned.** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

**Provide Stable and Consistent Human Resources Leadership**

- Manages the County's system of personnel administration for all County employees.
- Supervises Human Resources Department Staff.
- Maintains County-wide personnel policies, practices and systems, interprets and clarifies personnel questions and concerns, recommends new or revised policies for County Board action.
- Advises County managers on disciplinary problems, grievances, hearings, investigating personnel complaints and rulings on complaints and grievances.
- Interprets and administers contract and personnel policy handbook language.
- Develops, administers and recommends new innovations and procedures in the classification and compensation plans.
- Serves as County Safety Coordinator, manages the Workers Compensation programs and ensures compliance with OSHA regulations.
- Manages the recruitment, selection and orientation program of all County employees.
- Manages the preparation of job descriptions in conjunction with each department.
- Manages the Human Resources Department's Computerized Personnel & Payroll System.
- Oversees County payroll processing for accuracy and compliance.
- Teams with the County Coordinator, County Board/Personnel Committee in labor negotiations.
- Develops and conducts in-house training programs for employees.

- Manages the maintenance and administration of the County's Pay Equity ensuring compliance within state statute.
- Manages the administration of the County's Benefits Plan.
- Manages the performance communication system for County employees.
- Recommends implementation of improved methods of Human Resources Management to Administration.
- Represents the County as directed at local, state, and regional committee or organization meetings, seminars, conferences, workshops, and training programs.
- May reviews invoices and billing statements.
- May completes surveys, respond to inquiries or telephone calls.
- May maintain files, records, and documentation.

#### **Minimum Education and Experience/Special Requirements**

- Bachelor's degree with coursework in human resources, public or business administration or related field and a minimum of 3-5 years' experience in human resources or public administration, negotiating and administering union contracts, or an equivalent combination of education and experience.
- Must possess and maintain a valid driver's license or access to transportation.
- Must pass a criminal background check.

#### **Preferred Qualifications**

- Masters in human resources, public or business administration or related field.
- Prior experience with pay equity and sufficient knowledge of compensation practices and laws to ensure compliance.
- Prior experience working with computerized HRIS systems.
- Prior experience in advising managers on disciplinary problems, grievances, and working through creative solutions.
- Prior experience in developing human resources policies in the public sector.
- Prior experience in working with publicly elected boards.
- Prior experience in directing the administration of a jurisdiction wide benefits program.
- Prior experience in implementing/coordinating jurisdiction wide training.

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

- Thorough knowledge of personnel and human resource fundamentals, principles and practices.
- Thorough knowledge of laws, rules and guidelines and reporting requirements pertaining to human resources in the public sector.
- Ability to persuade, convince, and train others.
- Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize consulting and advisory data and information such as legal briefs, case law, contracts, organizational analysis, budgets, insurance forms, county policies, labor contracts, position descriptions, job applications, employee performance evaluations, County Board resolutions, ordinances, meeting agendas and minutes, State statutes, project files, State policies, consultant reports, and non-routine correspondence.
- Ability to communicate orally and in writing with County Commissioners, County staff, attorneys, news media representatives, State officials, City and Township officials, legislators, and the general public.
- Ability to calculate percentages, fractions, decimals, volumes, and ratios.
- Ability to interpret basic descriptive statistical reports.
- Ability to display project management fundamentals, approaches and techniques.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the direction, control, and planning of an entire program or multiple programs.

#### **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; 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; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).