

SOUTHEAST ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSION HUMAN RESOURCES

ESSENTIAL FUNCTIONS

- Advises Executive Director on personnel matters.
- Works with management staff to assist in carrying out their responsibilities on personnel matters.
- Manages all aspects of the employee lifecycle including recruitment, selection, training and development, succession planning, and termination.
- Updates job descriptions and performance evaluations.
- Manages FMLA procedures.
- Develops, recommends, and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; communicates changes to ensure compliance.
- Performs benefits administration and conducts benefits enrollment for new employees.
- Monitors unemployment claims and assists department with appeals.
- Manages Workers Compensation claims.
- Administers FLSA classification program.
- Maintains personnel files.
- Develops, implements, and coordinates Commission safety program.
- Maintains and expands knowledge and understanding of existing and proposed laws/regulations affecting Human Resources management and ensures Commission's compliance.
- Serves as EEO specialist.
- Annually reviews pay plan and makes recommendations to Executive Director; conducts wage and salary surveys.
- Participates in the investigation and resolution of employee relations problems, anticipates problems whenever possible; develops, recommends, and initiates appropriate resolution.

CREDENTIALS AND EXPERIENCE

Bachelor's degree in human resources management or related area. Master's degree preferred. Experience in human resource management OR appropriate combination of education and experience.

PHYSICAL CHARACTERISTICS

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Job involves sitting most of the time and if walking and standing is required, only occasionally.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

TO APPLY: Please visit the employment page at www.searpc.org for REQUIRED application or call 334-794-4093 ext 1415 for more information.

Sending Application

Mail: Human Resources/Confidential, PO Box 1406, Dothan, AL 36302

Email: areed@searpc.org **Fax:** 334-794-3288

Please note that Transcripts are REQUIRED to apply for this position.

EOE/E-verify