

LINN COUNTY CLASSIFICATION

TITLE: HUMAN RESOURCES CLERK

NUMBER: 683

APPROVAL ORDER NUMBER: 2017-291

PAY RANGE: 12

DATE: AUGUST 22, 2017

CATEGORY: MANAGEMENT/EXEMPT (SO)

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs highly responsible administrative work in the planning, organizing and management of Training Division activities. Assists with the coordination and program development for all departmental training and education. This includes coordination and cooperation with appropriate personnel, both within and outside the office, in matters of recruitment, selection and promotion. Perform a variety of complex, confidential duties involving personnel issues, activities and benefits including record keeping, employee orientation and counseling, recruitment, and facilitation of the hiring process, including medical testing and pre-employment psychological examinations. Also assists with internal promotional processes and transfers.

SUPERVISION RECEIVED: Works under the direction of the Support Services Lieutenant who assigns general duties and reviews work for effectiveness and use of proper procedures. Independent judgment is exercised with respect to methods and procedures.

SUPERVISION EXERCISED: Supervision of subordinate positions may be a responsibility of positions in this classification, may participate in the selection of new personnel; assign duties, provide training, schedule leaves of absence, assist in resolving grievances, evaluate performance and recommend personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Plan and coordinate relevant training and career development for office personnel, Linn County Sheriff's Posse and Reserves through analysis of training needs and the presentation of a continuous job related in-service training program including administration of the Field Training Program.
2. Serve as the agency's point of contact for the purposes of recruitment, selection and promotion with potential employees, as well as, facilitate candidates through the human resources processes for vacancies both internal and external to the Sheriff's Office, paid or unpaid.
3. Develop and coordinate testing of applicants and the orientation training for all new employees and practicum students. Post course offerings and maintain systematic procedures for selection and attendance at professional schooling.
4. Maintain all office training records through the use of individual files for documentation of courses and through the use of computerized personnel files.

5. Make necessary arrangements for all training courses to include course publications, preparation of training areas, assistance to instructors and securing of equipment. Develop and maintain training and resource materials including policy and procedure manuals, training aids, library materials, resource files and audiovisual equipment.
6. Serve as a liaison person with community organizations and State and Local Training Programs for the purposes of joint training and resource development, program planning and development and to promote understanding of the work of the Sheriff's Office.
7. Coordinate office training matters with the Department of Public Safety Standards and Training and other criminal justice training programs. Under supervision of Support Services Lieutenant, manage and address all certification related requirements for office personnel, including confidential matters, which may involve public complaints, revocation proceedings and hearings.
8. Advise the Sheriff on State and Federal Statutory Laws and Court rulings which are applicable to office training and administrative functions. Procure and distribute relevant material for distribution to the staff, such as important Court decisions affecting law enforcement or correctional duties, changes in office procedures and educational opportunities.
9. Assist the Sheriff and Undersheriff in such administrative duties as the preparation of varied and complex reports involving special surveys or studies; assemble data and prepare regular and periodic reports pertaining to the work of the office; review departmental practices and procedures and recommend changes to improve the work of the office.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of human resources management, personnel and benefits practices and procedures. Considerable knowledge of basic business English composition, spelling, punctuation and arithmetic.

Ability to perform duties with initiative and judgment and to use resourcefulness and tact in public contacts. Ability to read, understand and apply available guidelines to a variety of operational requirements.

Ability to develop and coordinate an overall program of training. Ability to devise training materials and services. Ability to conduct independent studies and to gather and effectively evaluate various statistical and research information and to prepare comprehensive, clear and concise reports. Ability to effectively communicate orally including public speaking.

Ability to plan, assign, supervise and review the work of subordinates, either directly or through subordinate supervisors. Ability to quickly assimilate and apply specific departmental operation rules and procedures and apply them to on-the-job situations. Ability to establish and maintain effective working relationships with deputies, supervisors, complainants, crime victims and suspects, witnesses and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Position calls for graduation from senior high school plus two years of responsible personnel and human resources management experience enabling individual to perform required knowledge, skills and abilities with some experience in maintaining financial records. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Must pass a comprehensive psychological examination. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must be Law Enforcement Data System (LEDS) certified within one (1) year. Must possess and maintain a valid First Aid and CPR card.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.