

## POSTITION AVAILABLE

### HUMAN RESOURCES OFFICER

The Alleghany County Finance and HR Office is currently accepting County applications for a Human Resources Officer. An employee in this class plans, organizes, develops, and implements a variety of human resource management programs in cooperation with managerial levels in the County. Work includes developing policies and programs, researching professional journals and materials, and planning for the implementation of personnel practices with the County Manager's Office, department heads, Board of Commissioners, and employees. Functions include policy development and administration, recruitment and selection, benefits and workers compensation, classification and compensation, performance management, employee training and development, employee relations, and records management. Work requires an understanding of the laws and regulations affecting the human resources management field, considerable judgement, and initiative in the development of programs and policy interpretation and application, and sound judgement in maintaining confidentiality regarding personnel actions. Payroll/HR duties include creating payroll records for new employees; pay and benefits changes; and interpreting and applying the County's personnel and payroll policies to unusual situations. Work is performed under the general supervision of the Finance/HR Department Head and is evaluated by discussion, reports, observation, and feedback from managers and employees. A complete job description is available upon request.

**Education & Experience:** Graduation from a four-year college or university with a major in personnel, business or public administration, psychology, adult education, or related field and considerable experience of a progressively responsible nature in human resource management; or an equivalent combination of education and experience. The successful candidate will be subject to pre-employment drug testing, criminal background check and DMV driving record check.

Starting salary will be \$42,310. Full time benefits include county provided health and life insurance, holiday, sick and vacation pay plus retirement participation in the NC Local Government Retirement System.

Applications will be accepted in the Human Resources/Finance Office located at the Alleghany County Administration Building, 348 South Main Street, LL60 & LL70, Sparta, North Carolina 28675, or online at [www.alleghanycounty-nc.gov](http://www.alleghanycounty-nc.gov). Applications are due by 5 PM on Friday, August 2, 2024, at 5 PM. Alleghany County is an EOE.