

JOB TITLE: HUMAN RESOURCES MANAGER



Department: Prosecuting Attorney's Office
Supervisor: Elected Prosecutor
Supervision Exercised: Human Resources Staff
Exempt Status: Exempt
Benefits Eligibility Status: Eligible
Elected Official Approval: June 2025

SUMMARY

The HR Manager supports the implementation and administration of Human Resources programs and policies for Bonner County. This position oversees daily HR operations, including recruitment, employee relations, compliance, and performance management, working closely with Elected Officials and department staff. The role ensures adherence to federal, state, and local employment laws and promotes a positive and compliant workplace culture.

ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- Serves as a primary point of contact for employee relations matters, helping to resolve workplace conflicts, addressing employee concerns, and promoting a positive and respectful work environment.
- Serves as the HR lead, providing guidance and direction on day-to-day operational matters, policy interpretation, problem resolution and compliance.
- Development and implementation of HR programs including recruitment, retention, compensation administration, training, and employee relations.
- Supports onboarding, orientation, and ongoing employee development initiatives.
- Collaborates in administering employee benefits and leave programs in accordance with county policies and legal requirements.
- Serves as a resource to Elected Officials and department supervisors on HR policy interpretation and compliance issues.
- Participates in the review and update of the Bonner County employee handbook and personnel policies.
- Monitors compliance with applicable federal and state laws, including ADA, FMLA, and EEO requirements.
- Maintains employee records and prepares reports related to HR metrics and trends.
- Performs wage and salary analytics, reports, and presents compensation related data to BOCC in preparation of annual budgeting process. Maintains salary and position tables. Works closely with HR Generalist regarding position and status changes, titles and HR processing.

- Manages job evaluation program, job classification/reclassification, and salary structures. Updates County job descriptions consistent with fair employment laws and standards.
- Coordinates recruitment efforts and participates in interviewing, selection, and hiring processes.
- Collaborates in administration of the County's compensation and benefits programs, recommending adjustments as appropriate.
- Coaches and supports leaders to assist them in carrying out their responsibilities on employment matters and consults with legal counsel as appropriate.
- Works in conjunction with Civil Attorneys on employment related matters, lawsuits, including assisting with interrogatories, discoveries, and preparation of documents for hearings.
- Provides consultation and serves as an advisor to the BOCC and Elected Officials in the areas of organizational development, workforce planning and personnel management.
- Interprets, monitors, and assists management in the development and application of County policies and procedures pertaining to all areas of employment.
- Develops and manages HR budgets.
- Recruits, interviews, hires, trains, and manages HR Department staff.
- Performs other duties as assigned.

JOB SPECIFICATIONS

- Bachelor's degree in Human Resources, Business Administration, or related field required; or equivalent combination of education and experience.
- IMPA-HR, SPHR, PHR, SHRM-SCP, or SHRM-CP certificate preferred.
- Minimum 3 years of progressively responsible experience in Human Resources, preferably in a public sector or governmental environment.
- Working knowledge of federal, state, and local employment laws and HR best practices.
- Strong communication, interpersonal, and problem-solving skills.
- Ability to handle confidential information with discretion.
- Ability to work collaboratively with diverse stakeholders including elected officials, employees, and external agencies.
- Strong leadership skills, including the ability to motivate, coach, and develop staff.
- Excellent verbal and written communication, and presentation skills.
- Excellent listening skills and the ability to negotiate, mediate, and resolve conflict.
- Must be a pro-active communicator with strong interpersonal skills, who consistently builds trusted, professional working relationships.
- Significant knowledge of and experience with applicable State and Federal personnel employment law and programs.
- Highly organized with the ability to manage multiple projects at once and prioritize tasks, delegate appropriately, and ensure on time completion.
- Proficient in computers, including Google Suite, MS Office, ATS, and HRIS.
- Ability to collect data, analyze abstract variables and trends, think critically, and solve problems.
- Ability to plan, develop, and administer the annual HR strategic plan and budget.

- Ability to exercise professional discretion and judgment and to ensure confidentiality and ethical conduct in a unique organizational and political environment.
- Must possess and maintain a valid Driver's License for frequent local travel between County locations.
- Background checks are conducted by Bonner County Sheriff's office.

PHYSICAL ABILITIES & WORKING CONDITIONS

Requires the ability to perform the activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires ability to sit and use hand to keyboard, handle, or manipulate tools used in performing the job. Requires ability to stand, walk, and reach with hands and arms. Requires ability to occasionally lift and/or move up to 15 pounds.

Disclaimer: This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____