



PARISH OF CADDO
 Department of Finance
 Human Resources Division
 505 Travis Street, Suite 840
 Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

REVISED: 07/14/05;
 01/01/06;01/01/07

JOB TITLE: HR Manager

DEPARTMENT: Finance and Human Resources

FLSA Status: Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$19.46 - \$29.25 / hour

GRADE: 24

A highly responsible position that manages, supervises, and coordinates the staff, programs and activities of the Human Resources Division; coordinates assigned activities with other Parish departments; and provides reliable and comprehensive support to the Director of Finance and Human Resources.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Manage all services and activities of the Human Resources Division.
- Manage and participate in the development, formulation and implementation of goals, objectives, policies and procedures of the Human Resources Division.
- Participate in the development and administration of the division's annual budget.
- Serve as liaison with other departments, divisions, and outside agencies.
- Plan, supervise, direct, coordinate and review the work plan for all staff in the division.
- Develop and implement a variety of training classes and organizational development initiatives.
- Conduct a variety of organizational and operational studies and investigations.
- Recommend modifications to departmental and Parish programs, policies and procedures as appropriate.
- Provide responsible staff assistance to the Director of Finance and Human Resources.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- Education achievement to be an important consideration as well as years of experience in Human Resources or Personnel.
- Previous supervisory experience preferred.
- PHR/SPHR Certification preferred.
- Knowledge of Human Resources functions to include: recruitment, selection, placement, development, safety benefits, insurance, and employee relations.
- Management skills to analyze programs, policies and operational needs.
- Ability to function at a high level of computer proficiency (e-mail, internet, word processing, spreadsheet, presentation and database applications).
- Business English, including spelling, punctuation, grammar and sentence structure, at an advanced level.
- Excellent interpersonal and organizational skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.