

LINCOLN COUNTY Job Description

Position Title:	Human Resources Manager
Department:	Administration
Reports To:	County Administrator
Supervises:	N/A
Oversees:	N/A
FLSA Status:	Exempt
Last Revised/Approved:	Approved January 2026

POSITION SUMMARY:

The Human Resources Manager supports the daily operations of the County Administration by overseeing employee leave programs, assisting with recruitment and onboarding, coordinating training and development activities, supporting employee wellness and safety initiatives, maintaining personnel records, and providing responsive customer service to employees, supervisors, and the public. This position ensures compliance with federal, state, and county policies, including the Family and Medical Leave Act (FMLA), Paid Family and Medical Leave (PFML), and other statutory and internal HR programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Leave Administration

- Administer and track employee leave programs including FMLA, PFML, ADA accommodations, workers' compensation, and other statutory or county-sponsored leave programs.
- Serve as the primary point of contact for employees and supervisors regarding leave eligibility, documentation requirements, timelines, and return-to-work procedures.
- Prepare required notices, maintain accurate leave records, and ensure compliance with federal and state regulations.
- Coordinate with payroll to ensure accurate leave coding and benefit continuation.

Recruitment & Onboarding

- Assist with posting job vacancies, screening applications, scheduling interviews, and communicating with candidates.
- Prepare offer letters, new-hire packets, and onboarding materials.
- Conduct new-employee orientations and ensure completion of required documentation (I-9, background checks, certifications, etc.).
- Coordinate and process pre-employment background checks, reference checks, and employee testing (skills assessments, drug screenings, physical ability tests, or other job-related evaluations).
- Manage the full new-hire onboarding process, ensuring a smooth and welcoming transition for all incoming employees.
- Communicate with supervisors to ensure workstations, equipment, and system access are prepared prior to the employee's start date.

- Monitor onboarding progress and follow up with employees and supervisors to ensure all required steps are completed.
- Continuously evaluate and improve recruitment and onboarding processes to enhance employee engagement and retention.
- Set up new employees in payroll, and benefits systems, ensuring accuracy and timely processing.

Training & Development

- Coordinate countywide training programs, including mandatory compliance training, safety training, cybersecurity training, and professional development opportunities.
- Communicate training schedules, registration processes, and follow-up requirements to employees. Track employee training completion and maintain accurate training records.
- Assist in identifying training needs by working with supervisors and department heads.
- Help organize employee development initiatives such as workshops, lunch-and-learns, and leadership development activities. Support the development of training materials, presentations, and resources.

Employee Wellness & Safety

- Support the planning and implementation of employee wellness initiatives, including health promotion activities, wellness challenges, and resource distribution.
- Provide leadership to the Employee Wellness Committee by coordinating meetings, setting agendas, guiding initiatives, and ensuring alignment with county wellness goals.
- Assist with coordinating employee assistance program (EAP) communications and utilization awareness.
- Support workplace safety initiatives by coordinating safety trainings, maintaining safety records, and assisting with incident reporting processes.
- Collaborate with supervisors and the Safety Committee to promote safe work practices and ensure compliance with OSHA and county safety policies.
- Manage the County's SHAPE certification process, including annual updates, documentation, reporting, and coordination with relevant departments to ensure ongoing compliance with SHAPE program requirements.

Employee Relations & Support

- Respond to employee inquiries regarding policies, benefits, and HR procedures.
- Support supervisors with routine HR questions and provide guidance on county policies.
- Support department managers and administration with matters related to employee discipline, investigations, and termination, including preparing documentation, ensuring due-process steps are followed, and coordinating required HR actions.
- Assist with collective bargaining negotiations, including gathering data, preparing materials, tracking proposals, documenting negotiation sessions, and supporting Administration throughout the bargaining process.
- Maintain confidentiality and ensure compliance with county policies, collective bargaining agreements, and employment laws during all employee relations processes.

Benefits Administration

- Assist employees with enrollment in health, dental, retirement, and voluntary benefit programs.
- Process qualifying life events and maintain accurate benefit records. Update benefit vendors as needed.

- Coordinate with benefit vendors and payroll to resolve discrepancies.
- Coordinate and manage the annual Open Enrollment process, including preparing communication materials, assisting employees with benefit selections, updating payroll records, and ensuring accurate and timely submission of enrollment changes.
- Manage workers' compensation reporting and case management, including timely submission of claims, communication with employees, supervisors, and medical providers, coordination with insurance carriers, and monitoring return-to-work plans.
- Maintain accurate workers' compensation files and ensure compliance with state regulations and county policies.
- Maintain confidential and accurate benefits files in compliance with county policy and regulatory requirements.

Records Management

- Maintain confidential personnel files in compliance with county policy and legal requirements.
- Update records with employee changes, leave status, and other personnel actions.
- Prepare reports and data summaries as needed.

Compliance & Policy Support

- Ensure HR practices comply with federal, state, and local laws, including FMLA, PFML, ADA, FLSA, OSHA, and EEO requirements. Complete and post annual OSHA 300 logs.
- Assist with policy updates, handbook revisions, and training initiatives.
- Support audits, reporting requirements, and documentation requests.

General HR Support

- Assist with performance evaluation processes, training coordination, and employee recognition programs across all county departments.
- Participate in HR projects, process improvements, and cross-departmental initiatives.
- Provide confidential HR administrative support to the County Administrator and Finance Director.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide payroll backup to Finance Director as needed.
 2. Provide HR coordination backup to Two Bridges Regional Jail as needed.
 3. Performs additional duties as assigned.
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GENERAL EXPECTATIONS:

1. Be committed to the mission of Lincoln County
2. Keep required information confidential.
3. Be well organized.
4. Work as a member of a team in the performance of duties.
5. Be punctual for scheduled work and use time efficiently.
6. Work in harmonious relationships with staff and the public.
7. Perform duties in a conscientious and cooperative manner.
8. Perform required work accurately in a timely fashion with a minimum of errors.
9. Be neat and maintain a professional appearance.
10. Possess a valid Maine driver's license.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent 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 is regularly required to sit for prolonged periods of time, talk, hear, and use hands and fingers to operate a standard computer keyboard and mouse. The employee is regularly required to stand and walk, and occasionally bend, stoop, kneel, and crawl. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment involves a sometimes very busy office. Frequent interruptions and deadlines will often present themselves. The incumbent must be able to deal with this kind of work environment and to maximize the use of his/her time to accomplish as many tasks as possible within the time available. The ability to shift between county offices sometimes at short notice is essential. Occasional evening work required.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- At least 3-4 years experience in human resources and benefits management, preferably in a governmental or unionized setting.
- Capable of maintaining confidentiality of employee personnel information and organization business processes.
- Proficient in the use of Microsoft Windows and Microsoft 365 software products including Outlook, Word, Excel and Powerpoint.
- Excellent interpersonal skills, including the ability to communicate effectively with all employees of Lincoln County.
- Experience in providing training on a variety of topics
- Strong organizational, prioritization and time management skills.
- Experience and knowledge of government operations is extremely beneficial.
- Must be able to exhibit empathy and respond to employees in a compassionate manner.
- Must be able to obtain and maintain a valid State of Maine driver's license and pass a comprehensive background check required for access to confidential employee records.

Education Requirements: The following education requirements are considered essential:

- Bachelor's degree in Human Resources Management, or a related field (relevant experience may substitute for degree requirements), required. SHRM certification preferred.
- Comprehensive knowledge of Human Resources management principles, including FMLA, PFML, ADA, OSHA, EEOC.
- Demonstrated continuing education to maintain skills relevant to position.

** All requirements and skills are considered to be essential, unless otherwise indicated. **

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date