



GEM COUNTY HUMAN RESOURCES ADMINISTRATOR

JOB TITLE: Human Resources Administrator **DATE:** 10/6/2026
DEPARTMENT: Human Resources
REPORTS TO: Board of County Commissioners
SALARY: Grade 7, \$56,000 to \$65,000 DOE
CLOSING DATE: Open until filled
BENEFITS: Medical/Dental/Vision/Life Insurance paid for employee, PERSI Retirement, Sick Leave, Vacation after 1 year, Holiday Pay, and Funeral Leave

SUMMARY

The primary function of an employee in this class is to develop, coordinate and administer Gem County's human resources program; advise County officials and department heads on human resources matters; and perform other related duties as required. The Human Resource Administrator will provide support in overseeing hiring and interviewing practices and administering employee policies. This position will work closely with the County Clerk in payroll and benefits and will work closely with legal in investigations and enforcement related to County policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with the Board of County Commissioners to determine short and long-term human resource goals and objectives including strategic planning for countywide human resources needs.
- Administer the County's human resources program including employee relations, recruitment, retention, training, development, compensation and classification.
- Inform the Board of County Commissioners, elected officials and department heads on countywide leadership and professional development, performance evaluations, and other human resource matters as needed.
- Work together with County legal counsel to ensure County practice and policies comply with state and federal laws and regulations.
- Work directly with elected officials, department heads, and supervisors to address human resources needs and resolve issues including performance management.
- Review and make recommendations for class specifications and job descriptions including minimum qualifications.
- Work with legal staff to investigate employee complaints and harassment and discrimination claims, including but not limited to, responding to EEOC, IHRC, and other regulatory complaints
- Work with the Clerk's office in maintaining official personnel files including training records.
- Recommend management practices related to human resources information systems.
- Conduct exit interviews and prepare turnover reports.
- Develop and implement annual Human Resources department budget.

- Mentor individual supervisors and managers on effective supervision and performance management.
- Conduct training for managers and employees on human resources related topics including new employee orientation.
- Manage the County's Family Medical Leave Act (FMLA) requests pursuant to Gem County Personnel Policy.
- Work with legal in responding on behalf of the County on unemployment compensation claims.
- Work together with elected officials and department heads in supporting and maintaining County interview processes.
- Work together with elected officials and department heads in the development, maintenance and distribution of the employee handbook and policies.
- Collaborate with the Clerk's office regarding the County's employee benefits including medical, dental, vision, life and disability insurance, flexible spending account plans, retirement, unemployment insurance, sick leave, vacation leave, military leave, court/jury duty leave, and holidays.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Public-sector human resources management and administration, with an emphasis on county practice.
- Applicable employment laws and regulations, including the ADA, ADEA, FLSA, FMLA, PWFA and Title 7 of the Civil Rights Act.
- Principles and practices of recruitment, classification and compensation.
- Employee engagement, service, professionalism, and continuous improvement.
- Effective employee supervision and motivation.
- HRIS systems, Microsoft Office Suite, and payroll or timekeeping systems.
- Skill in communicating with culturally diverse populations.

Ability to:

- Collaborate with elected officials, department heads, supervisors and employees.
- Interpret policies and procedures and explain complex information to others.
- Demonstrate strong understanding of employment law, labor relations, benefits, compensation and organizational development.
- Compile data and information for reports, compose letters and memoranda, and make presentations in group settings.
- Demonstrate strong leadership, communication and interpersonal skills.
- Use sound judgement and handle sensitive and confidential information.

ACCEPTABLE EXPERIENCE AND TRAINING

- Any equivalent combination of education and experience which provides the knowledge and abilities necessary to perform the work such as a Bachelor's Degree or higher in Human Resources Management, Business Administration, Organizational Development or a related field OR a minimum of five (5) to eight (8) years' experience in Human Resources or Organizational Development.
- Five (5) years of supervisory or management experience preferred.
- Experience in public-sector workplaces desired.
- Professional certificate of PHR, SPHR, SHRM-GP, or SHRM-SCP desired.

SPECIAL QUALIFICATIONS

- Must successfully complete a background check and pre-employment drug testing.

TYPICAL PHYSICAL REQUIREMENTS

- Ability to lift up to 30 pounds, to sit and work at a keyboard for an extended period of time and work in an office environment.
- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person.
- Ability to comprehend written work instructions and review, prepare a variety of written/taped documents and organize documents and files.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard and specialized office equipment.
- Work is performed primarily in an office environment and is subject to inside environmental conditions.

APPLICATION PROCESS

- Applications are available on the Gem County website at:
https://www.gemcounty.org/departments_offices/human_resources/employment.php.
- Applications may be submitted via the Gem County Career Portal at
<https://secure7.saashr.com/ta/6217554.careers?CareersSearch>
- Applications, clearly marked with the job title may also be submitted directly to the Gem County Clerk's Office at 415 E. Main St. Room 202 Emmett, ID 83617 in person or by mail.
- Questions regarding this job opening should be addressed to Commissioner Earl Defur at edefur@co.gem.id.us or 208-477-2018. Applications will be accepted until the position is filled.

DISCLAIMER:

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.