

Position Title: Compliance/Human Resource Officer

Department: Administration

Reports To: County Administrator

FLSA Status: Exempt

### Position Summary

The Compliance/HR Officer is responsible for overseeing the County's human resources functions while ensuring compliance with all applicable laws, regulations, and internal policies. This role combines strategic HR leadership with a strong focus on regulatory compliance, risk management, and operational integrity. The Compliance/HR Officer plays a vital role in ensuring Barton County operates with integrity, transparency, and in full compliance with all applicable regulations.

### Key Responsibilities

- Human Resources
  - Coordinate job postings, applicant tracking, and candidate communications.
  - Assist with screening, interviewing, and hiring processes.
  - Oversee recruitment, onboarding, and retention activities.
  - Oversee all employee benefit programs to include, but not limited to KPERs, health, dental, vision, supplemental insurance, KPERs optional group life insurance, and 457(b) deferred compensation plan.
  - Coordinate with benefits providers and maintain accurate records.
  - Oversee open enrollment in cooperation with contracted providers.
  - Ensure adherence to federal, state, and local employment laws.
  - Oversee maintenance of personnel files and HR records in accordance with legal requirements.
  - Assist with audits and reporting as needed.
  - Provide guidance to department heads on HR planning, staffing, and organizational development
  - Assist in the development and implementation of County policies and procedures.
  - Assist with internal audits and investigations related to HR and workplace conduct.
  - Serve as the County's point of contact for compliance-related inquiries and reporting.

- Liability Insurance & Risk Management
  - Manage the County's liability insurance programs, including claims, renewals, and coverage assessments.
  - Coordinate with legal counsel and insurance providers to mitigate risk.
  - Maintain accurate records of incidents and serve as liaison with insurance carriers.
- Procurement Support
  - Assist with County procurement processes, including drafting RFPs and evaluating vendors.
- Other duties as assigned.

## Qualifications

- Education
  - Bachelor's degree in Human Resources, Business Administration, or related field (Master's preferred). Relevant experience may substituted for the required education.
- Experience
  - Minimum of 7 years of HR and compliance experience, including at least 3 years in a leadership role. Public sector or unionized environment experience preferred.
- Certification
  - SHRM-SCP, SPHR, IPMA-HR preferred.
- Skills & Competencies
  - Strong knowledge of employment law, compliance standards, and HR best practices.
  - Excellent communication, leadership, and problem-solving skills.
  - High ethical standards and a commitment to public service.

## Physical Requirements & Abilities:

Must be able to lift, on occasion, up to fifty pounds to load and unload paper and other products. May be required to travel to various County buildings and departments to conduct business.

## Working Conditions & Environment:

Limited supervision. Responsible for developing own methods of conducting job. Close mental and visual attention required. Sits at desk or computer. Walks to other departments. Works in well-lighted and climate-controlled office. Uses computer, scanner, copier, telephone and other office equipment. May be required to perform field work at other County offices and / or departments.

*These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.*

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

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Employee Signature

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Date

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Department Head Signature

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Date

Date Written:      July 2025