



JOB DESCRIPTION	
Job Title	HR and Compliance Manager
Classification	Full Time, Exempt 40.0 Hours per Week
Department	Fiscal Court
Reports to	County Judge Executive
Apply by:	July 31, 2026
Salary Range	\$25.00 - \$33.00/hr.

Job Summary: The HR and Compliance Manager is responsible for overseeing all human resources functions and ensuring compliance with applicable laws, regulations, and policies. This role involves managing employee relations, recruitment, training, and compliance with federal, state, and local regulations. The HR and Compliance Manager will focus on HR and compliance duties, with supervisory responsibilities, and will work closely with other department heads to support organizational goals and ensure a positive work environment.

Functions:

Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

- Oversee and manage all HR activities, including recruitment, onboarding, performance management, and employee relations.
- Assist with employee disciplinary actions, including investigations and documentation.
- Develop, implement, and maintain HR policies and procedures in compliance with federal, state, and local laws.
- Ensure compliance with employment laws, regulations, and best practices, including equal employment opportunity, wage and hour laws, and workplace safety.
- Manage employee benefits programs, including health insurance and other employee-related programs.
- Conduct investigations into employee complaints or grievances and resolve issues in accordance with policies and legal requirements.
- Develop and deliver training programs on HR policies, compliance, and other relevant topics.
- Maintain up-to-date knowledge of HR best practices, employment law changes, and industry trends.
- Keep up with essential employee training requirements and ensure all staff are compliant.
- Address employee drug testing procedures and ensure compliance with the Workplace Drug-Free Policy.
- Assist employees with the onboarding process and support employees who are terminating or retiring.
- Respond to employee questions and concerns promptly and effectively.

- Perform employee file audits and maintain accurate and confidential employee records.
- Compile and present HR reports, metrics, and documentation to the Calloway County Fiscal Court and other relevant stakeholders as required.
- Collaborate with department heads to address HR needs and provide guidance on employee-related issues.
- Provide support to various departments with staffing needs as needed, ensuring compliance with legal requirements and organizational policies, to enhance operational efficiency and address workforce demands.
- Ensure that HR practices are in line with departmental and organizational goals.
- Perform other related duties as assigned.

Required Education and/or Experience:

- Bachelor's degree in Human Resources, Business Administration, Political Science, or a related field. (Degree in Human Resources preferred)
- Minimum of five years of progressive experience in human resources management or a related role, with a strong understanding of employment laws and compliance requirements.
- Professional HR certification (e.g., SHRM-CP, PHR) is preferred but not mandatory.

Skills:

- In-depth knowledge of federal, state, and local employment laws and regulations.
- Ability to handle sensitive and confidential information with discretion.
- Proficiency in Microsoft Office Suite and the ability to generate and manage reports.
- Strong organizational and problem-solving skills.
- Ability to work independently and manage multiple priorities effectively.
- Excellent verbal and written communication skills.
- Strong interpersonal skills and the ability to work collaboratively with employees at all levels.
- Ability to work well with all county elected officials.
- Act with integrity and professionalism.
- Available to travel to meetings or conferences overnight and/or on weekends.

Supervisory Responsibilities:

- Plan, supervise, and evaluate HR functions and any related personnel.
- Serve as the primary HR resource for all departments and elected officials, providing expertise and guidance on HR and compliance matters.
- Support the implementation of HR processes, including recruitment, onboarding, training, and policy adherence across all departments.
- Advise department heads and elected officials on HR-related supervisory responsibilities and help manage personnel issues as needed.
- Ensure that HR and compliance practices meet legal requirements and organizational policies throughout the county.
- Address and resolve HR-related concerns and issues consistently and effectively.
- Oversee the development and execution of HR and compliance programs, ensuring they align with the county's organizational goals.

Comments:

- Must exhibit positive communication, objectivity, and a willingness to solve problems while serving the county's best interests.
- Demonstrate commitment to adhering to the Calloway County Administrative Code, Kentucky Revised Statutes, and other relevant procedures, rules, regulations, and policies.
- Maintain personal integrity, confidentiality, and professional conduct.
- Possess the ability to manage multiple responsibilities and prioritize tasks effectively.
- Demonstrate a proactive approach to learning and adapting to new HR practices and compliance requirements.
- Be prepared to respond to emergencies and support the county's needs as required.

Work Environment:

While performing the duties of this job, the employee/appointee is expected to maintain control at all times and exemplify a professional attitude. While performing the duties of this job, the employee/appointee frequently works inside an office, with extended time on the computer, answering questions in person and by phone or email. The employee/appointee may be exposed to outside weather conditions as needed. Travel to meetings within the county and out of the county, as needed.

Physical Demands:

While performing duties of this job, the normal physical requirements include the ability and dexterity to reach, bend, turn, move hands, move arms, move feet, and move legs. Normal, or correctable to normal, vision and hearing are required. The strength and endurance to repeatedly lift heavy objects up to 20 pounds or more, and perform other strenuous activities is required. The strength and endurance to perform effectively over long hours and in unfavorable working conditions is required.

Affirmative Action (AAP/EEO statement):

Calloway County Fiscal Court is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or protected veteran status. Calloway County Fiscal Court will comply with all applicable federal, state, and local laws, including but not limited to, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination in Employment Act (ADEA). Discrimination or harassment based on any of these characteristics is strictly prohibited.

Disclaimer:

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This job description is not a contract of employment. It does not promise or guarantee any particular benefit or specific action. All employment with the Calloway County Fiscal Court is "at-will" which means that the Calloway County Fiscal Court or employee can terminate the employment relationship at any time with or without cause.