**HUMAN RESOURCES OFFICER**

**DEFINITION**

Working under the guidance of the Human Resources Manager, implements personnel policies and administers negotiated bargaining unit agreements. On a daily basis, assists with processing documents to effectuate both personnel changes and bi-weekly time and attendance records. The employee is also responsible for the maintenance of all personnel documents and facilitates the travel and other accommodation for the staff to attend off-site training.

Work is reviewed by his/her immediate supervisor for conformance to established standards and adherence to departmental rules and regulations.

**DUTIES (NOT ALL INCLUSIVE)**

Executes the Bureau of Internal Revenue (BIR) human resource policies and procedures. Administers the human resource transactional matters such as position classification, salary increases and decreases, payroll, promotions, transfers, demotions, discharges, posting of vacancies and the supervision of employee examinations.

Provides inputs for annual forecasting reports. Sends out yearly questionnaires to managers and supervisors to obtain data on their human resource requirements.

Provides assistance to the Human Resource Manager in the following areas: skill audits and job evaluations, organization reviews and compensation surveys. Develops performance evaluation criteria, job selection criteria techniques and procedures to enable BIR personnel to efficiently conduct their tax administration duties.

Develops training schedule and monitors employees training plans. Assesses whether employees have met their training targets.

Maintains human resources database. Enters and updates employee information such as personnel data, skills, competencies and training plans.

Generates periodic reports (summary and statistical) on a variety of human resources topics (e.g., job classification, compensation etc.).

Performs other duties as required or assigned by the Human Resources Manager which are reasonably within the scope of the duties enumerated above.
FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of human resources polices and procedures and the personnel code for BIR.

Knowledge of the Federal laws and regulations relating to human resources management.

Strong interpersonal skills with emphasis on communication skills both oral and written. Additionally, the position requires strong presentation and facilitation skills.

Ability to prepare concise and accurate written and oral reports on analytical findings and status reports.

FACTOR 2 - SUPERVISORY CONTROLS

The Human Resources Officer receives general supervision from the Human Resources Manager who defines the objectives, priorities and deadlines. The Human Resources Officer performs his or her tasks with minimal supervision. The Human Resources Manager will verify the accuracy of the Human Resources Officer’s work.

FACTOR 3 - GUIDELINES

The guidelines used by the Human Resources Officer include the Labor Regulations, The Internal Revenue Code, Federal Tax regulations, and other local tax regulations and labor laws. The guidelines consist of pre-determined on-the-job procedures and manuals. Judgment must be used in interpreting and applying guidelines. Guidelines at the senior executive level of an organization are applicable in every situation. Ingenuity, resourcefulness, good judgment and strong leadership are required to resolve some of the issues that will arise.

FACTOR 4 - COMPLEXITY

The job is complex in nature. It requires extensive knowledge of human resources policies and procedures. The Human Resources Officer must manage multiple priorities and meet established goals and targets. This position requires the ability to work with employees and the union.

FACTOR 5 - SCOPE AND EFFECT

The scope of the work affects the entire BIR. The Human Resources Officer assists in overseeing human resource administration for the St. Thomas and St. Croix.
FACTOR 6 - PERSONAL CONTACTS
The Human Resources Officer interacts with personnel of BIR, the union, senior level government officials.

FACTOR 7 - PURPOSE OF CONTACTS
Contacts are made in person, through phone calls with the BIR personnel, senior government officials, and the union to inform them of human resource issues. Additionally, contacts with the union are for collective bargaining and employee issues. The Human Resources Officer is also in contact with the Internal Revenue Service (IRS), Equal Employment Opportunity Commission (EEOC), Occupational Safety Hazard Administration (OSHA) and the Labor Department to exchange data and liaison with officials on a range of technical issues.

FACTOR 8 - PHYSICAL DEMANDS
There are no physical demands. The job is primarily sedentary in nature.

FACTOR 9 - WORK ENVIRONMENT
The work environment is within an office setting. There are no risks or discomforts associated with this position.

MINIMUM QUALIFICATIONS
BA degree in business administration, human resource management or closely related field and a minimum of five (5) years experience in public sector human resource management.

OR

Associates degree in business administration, human resource management or closely related field and a minimum of seven (7) years experience in human resources.