

- HELP WANTED-

Professional Human Resource Director

The Cameron Parish Police Jury is seeking a professional Human Resource Director. Typical duties may include:

- Responsible for all phases of human resources to include orientation, employee relations, employee data maintenance, benefits, termination procedures, personnel policies and procedures, and payroll
- Administer HR policies and procedures ensuring compliance with employment laws
- Manage payroll and benefits, including the tracking of leave accrual
- Perform tasks relative to employment counseling and termination

Qualifications:

- Bachelor's degree in Human Resources Management or related field
- Knowledge of employment labor laws and regulations
- Must have a thorough knowledge of Microsoft Office Software
- Strong understanding of FMLA regulations and compliance
- Excellent project management skills with the ability to multitask effectively

Average annual salary is \$38,740 to \$81,113 and includes full benefits, paid holidays and paid leave. Interested candidates should apply by mailing their resume to P. O. Box 1280, Cameron, LA 70631 or via email to cppj@cameronpj.org. The deadline is noon on May 28, 2024.