

**COUNTY OF LOUISA
DIRECTOR OF HUMAN RESOURCES**

Summary:

The Human Resources Director plans, organizes and directs the day to day operations of the Human Resources Department. This includes responsibility for policy administration, employment, benefits administration, compensation, employee relations, performance management, training, and employment law compliance.

This highly visible position must also establish and maintain positive, professional working relationships with Department Heads, Managers, Supervisors, employees, elected officials, and the citizens. This position reports directly to the County Administrator.

Essential Functions of the Position:

- Responsible for organizational compliance with federal, state, and local laws pertaining to all Human Resources matters.
- Develops, implements, communicates, and interprets policies and procedures; maintains the Employee Handbook.
- Manages the recruitment efforts for all personnel and assists Department Head and Managers with the interview and selection process.
- Oversees staff development and retention programs.
- Conducts operational studies for verification of staffing needs.
- In conjunction with the Department of Finance, performs benefits administration to include third party vendor management, managing enrollment processes, and evaluating benefit programs and policies for cost effectiveness.
- Directs and monitors the administration of the position classification and compensation plan; reviews and recommends personnel and compensatory changes, such as pay for performance and position restructuring.
- Responsible for all employee relations activities. Advises the County Administrator on employee relations issues, oversees investigations and disciplinary actions.
- Manages the Employee Recognition Program.
- Develops, administers, and evaluates the employee performance review process; revises as necessary.
- Oversees the development and delivery of supervisory and employee training, utilizing internal talent and external vendors.
- Maintains, coordinates, and monitors employee records and related documentation for County employees and serves as legal custodian of those records.
- Prepares departmental budget.
- Oversees the Summer Internship Program.
- Responsible for special research and report generation as required.
- Researches and maintains knowledge of current industry trends, and reports relevant information to the County Administrator.

Required Skills, Knowledge, and Abilities:

- The position requires a proven and comprehensive knowledge of the principles of Human Resources Administration, including all functional areas, and Federal, State, and local employment laws.
- Must also have a demonstrated and proven understanding of sound business and management principles, including leadership approaches, strong analytical and organizational skills, and attention to detail along with excellent professional and administrative judgment.
- A proven ability to formulate policies or other projects in written format and to make effective oral presentations also required.
- Exceptional communication skills, oral and written, as well as excellent customer service skills to deal with a broad range of customers.
- Must have a working knowledge of business software/systems relevant to the position.

Education, Training, & Experience:

A degree in Human Resources, Public Administration or a related field from an accredited college/university is required, and an advanced degree is preferred. Other requirements include a Society for Human Resources Management (or similar) certification and 7-10 years of progressively responsible experience in a professional Human Resources environment (3-5 years of which must be in a supervisory/managerial position).

Working Conditions:

Environment: Work is typically performed in an office setting. The regular workweek is Monday through Friday from 8:30 a.m. until 5:00 p.m. with a thirty-minute lunch break. This position will require a flexible schedule to accommodate the business needs of the department and the County, to include evening, weekend and occasional holiday hours. **Physical Effort:** Light to moderate work, exerting up to twenty (20) pounds of force occasionally; and/or up to 10 pounds of force frequently; and/or a negligible amount of force constantly to move objects. **Hazards:** Employee is subject to both inside and outside environmental conditions. No environmental hazards indicated for this position.

Special Requirements:

Must be willing to submit to a criminal background and Motor Vehicles check; Must consent to drug testing consistent with Louisa County's Drug-Free Workplace Policy; Must possess a valid Driver's License; Must maintain a driving record consistent with insurance industry standards in order to drive a County vehicle' Twelve (12) month probationary period.

Disclaimer:

This information is of a general nature, and is not intended to be a comprehensive description of each and every duty, responsibility or qualification for this position, including other duties as assigned.