

Department: Human Resources Pay Grade: 38
Reports To: County Administrator FLSA Status: Exempt/Compensatory
Last Revised: 8/2004 Last Reviewed: 5/2019

GENERAL STATEMENT OF DUTIES

The Director of Human Resources directs and supervises the County's human resources program. This department head level position plans, organizes, directs, and coordinates the human resources activities of the County. The Human Resource Director formulates operating policies and procedures for the Human Resources Department and the County as a whole. This work is performed under the general direction of the County Administrator. Supervision is exercised over the Human Resource Department staff involved in recruitment, organization development, position classification and compensation, benefit/systems administration, employee records, employee relations and training. The Human Resources Director is an integral part of the Executive Leadership team.

ESSENTIAL JOB FUNCTIONS

- Provides leadership in planning, organizing, administering, reviewing, and evaluating Human Resources programs while assuring quality customer service.
- Initiates development, implementation, and interpretation of personnel policies and procedures.
- Provides strategic planning and consultation to Senior Level Executives.
- Plans and coordinates Organizational Development efforts including leadership development programs.
- Oversees the implementation of a new HR / Payroll System currently underway.
- Provides the process for recruiting, selecting and retaining qualified staff.
- Responsible for all employee relations activities, including employee hires, promotions, transfers and terminations.
- Manages insurance programs such as health insurance, life insurance and pension plan.
- Directs the administration of the position classification and compensation plans to ensure proper internal relationships as well as consistency with the local and regional labor market.
- Participates in the budgeting process and implements any staffing deployment strategies.
- Oversees the development and delivery of supervisory and employee training and staff development
- Assumes leadership of or participates in special projects which support County employees as well as provides consultation on areas which impact County employees.
- Meets with employees and supervisors to resolve grievances.

POSITION REQUIREMENTS/PREFERENCES

Education Required: Bachelor's degree from an accredited college or university with major coursework in personnel management, organizational development, business, public administration, or related field supplemented by administrative experience in personnel and human resource management including supervisory experience.

Preferred: Master's Degree from an accredited college or university

Experience Required: Minimum of seven (7) years related experience in various areas of the Human Resources function, change management and best practices; considerable supervisory experience.

Certifications/
Licenses Preferred: IPMA-SCP, IPMA-CP or SHRM-SCP

- Knowledge, Skills and Abilities
- Comprehensive knowledge of the specialized principles and practices of public human resources administration including organizational development, benefits administration, classification and compensation, employee relations, and training
 - Thorough knowledge of Organization Development and leadership training
 - Ability to think strategically and develop long term plans and programs and to evaluate work accomplishments
 - Ability to establish and maintain effective relationships with other County officials, employees, and the public
 - Ability to present facts and recommendations effectively
 - Ability to develop and implement effective plans, policies, and programs
 - Ability to communicate both in writing and orally
 - Ability to plan, supervise, and review the work of professional, technical and clerical subordinates

Additional Requirements Subject to a complete criminal history background with acceptable results and verification of credentials. Must be able to perform the job as described in the Physical and Environmental Demands section of this job description.

Supervisory Responsibilities Manages a staff of seven human resource professionals

OVERALL PHYSICAL STRENGTH DEMAND

SEDDENTARY Lift and/or exert force up to 10 lbs. occasionally or insignificant weights frequently; sitting most of the time.

PHYSICAL DEMANDS

C = Continuously 5.5 to 8+ hours daily F = Frequently 2.5 to 5.5 hours daily O = Occasionally Up to 2.5 hours daily R = Rarely Less than 1 hour per week N = Never Never occurs

Code	Physical Demand	Code	Physical Demand
O	Standing	C	Sitting
O	Walking	R	Lifting
O	Carrying	R	Pushing/Pulling
R	Reaching	R	Handling

C	Fine Dexterity	R	Kneeling
R	Crouching	N	Crawling
R	Bending	N	Twisting
N	Climbing	N	Balancing
C	Vision (Correction Required)	F	Hearing
F	Talking	N	Foot Controls (driving, operation of equip, etc.)

ENVIRONMENTAL FACTORS

D = Daily W = Several Times Per Week M = Several Times Per Month S = Seasonally R - Rarely N = Never

Code	Health and Safety	Code	Environmental Factors
N	Mechanical Hazards	N	Dirt and Dust
N	Chemical Hazards	N	Extreme Temperatures
N	Electrical Hazards	N	Noise and Vibration
N	Fire Hazards	N	Fumes and Odors
N	Explosives	N	Wetness/Humidity
N	Communicable Diseases	N	Darkness or Poor Lighting
N	Physical Danger or Abuse		

PRIMARY WORK LOCATION

Office Environment

MACHINES, TOOLS, EQUIPMENT, WORK AIDS

Personal computer, calculator, copier, fax, scanner, shredder, projector

PROTECTIVE EQUIPMENT REQUIRED

N/A