

## DIRECTOR OF HUMAN RESOURCES

Goochland County Government is accepting applications for a Human Resources Director to perform complex professional and administrative work planning, organizing, and managing the County's overall Human Resources programs, policies, and strategic initiatives in support of the County's mission, vision, and values. The incumbent is directly responsible for providing leadership, management and direction of the Human Resources functions including, but not limited to, policy administration, recruitment, compensation, benefits, training, performance management, and employee relations.

### **Essential Functions:**

- Responsible for organizational compliance with federal, state, and local laws pertaining to all Human Resources matters.
- Oversees the development and administration of Human Resources programs designed to attract, develop, and retain excellent employees; and policies and practices designed to align the organizations behavior with its values.
- Develops, implements, communicates, and interprets policies and procedures; maintains the Human Resources Policy Manual.
- Directs the County's Human Resources program including classification and pay, employee relations, recruitment and selection, grievance procedures, EEO and diversity initiatives, safety, performance appraisals, and benefit administration.
- Assists the County Administrator, elected officials, department directors, supervisors and employees on all Human Resources related matters.
- Handles employee relations issues. Oversees investigations and advises staff regarding complaints, performance issues, and disciplinary actions.
- Facilitates and investigates grievances.
- Develops, administers, and evaluates the employee performance review process; reviews performance evaluations for accuracy and completeness.
- 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.
- Reviews and recommends personnel and compensatory changes, such as pay for performance and position restructuring.
- Coordinates the employee recruitment and hiring process; advertises job openings; reviews applications; schedules and coordinates interviews.
- Oversees screening of applicants, appraising their qualifications and recommending qualified candidates for interviews with department heads for hiring and/or promotion.
- Responsible for drug and alcohol screenings and pre-employment background checks.
- Administers and coordinates employee benefits. Conducts yearly open enrollments for health insurance and voluntary benefit plans for employees.
- Oversees the development and delivery of supervisory and employee training and staff development.
- Maintains, coordinates, and monitors employee records and related documentation for County employees and acts as legal custodian of those records.
- Directs the Human Resources/Payroll administration functions and reviews and approves keyed transactions.
- Oversees Workers' Compensation administration and claim processing.
- Coordinates and administers employee recognition events.
- Counsels employees on retirement.
- Prepares and administers departmental annual budget.
- Researches and maintains knowledge of current industry trends, reporting relevant information to the County Administrator.
- Performs various analysis and research and special projects for the County Administrator.

- Performs other duties as assigned.

**Knowledge, Skills, and Abilities (Minimum Qualifications):**

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 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. Considerable experience in Human Resource management, preferably in the public sector, which shall have included supervisory experience. Must have the skill and ability to work in multiple program areas simultaneously. Ability to meet deadlines during varying workload periods. Skill in use of computer software, especially Microsoft Office Suite and HR/Payroll systems. A proven ability to formulate policies or other projects in written format and to make effective oral presentations. Exceptional communication skills, oral and written, with the ability to present facts and recommendations; lead teams and facilitate groups. Must have excellent customer service skills to deal with a broad range of customers. Ability to maintain effective working relationships with employees, supervisors, managers, department directors, elected officials, and representatives from outside agencies, other localities, and the public. Ability to plan, supervise and review the work of subordinates.

**Education/Training:**

Requires a Bachelor's degree in Human Resources, Business, Public Administration or related field with at least eight years of progressively responsible experience in Human Resources, three years of which must have been in a supervisory or managerial position; – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Master's degree and/or certification as a Human Resource professional preferred. Extensive experience in Human Resources management in a Local or State government setting is preferred.

**Additional Information:**

The starting salary for the position is \$98,603 - \$109,000, based on the candidate's qualifications and experience. Goochland County has a competitive benefits package including participation in the Virginia Retirement System, health insurance benefits and paid vacation and sick leave.

The deadline to apply October 22, 2020. An online Goochland County Employment Application must be completed for consideration and may be found at:

<https://agency.governmentjobs.com/goochlandva/default.cfm>

A background check and pre-employment drug screen is required. Goochland County is an Equal Opportunity Employer.