

Human Resources Director



Department:	Administrator
Supervisor:	County Administrator
Work Unit:	Human Resources
Union Status:	Union: Non-Union
FLSA Status:	Exempt
Grade:	18
Revision Date:	October 31, 2023
Prepared by	DDA Human Resources, Inc.

Position Summary

Under the direction of the County Administrator, the Human Resources Director is responsible for the overall strategic development and administration of operations and planning, formulation, recommendation, implementation and maintenance of Human Resource programs, systems and services county-wide.

Responsible to oversee County compliance with administrative and Human Resources policies and procedures and assures adherence to laws, rules, and regulations, and provides direction to County executives, department heads and supervisors with respect to human resource and employee relation programs, policies and procedures.

Responsible for all County-wide talent acquisition; benefits administration; performance management; safety and workers compensation, risk management, classification and compensation programs; employee onboarding; training and staff development activities.

Performs other non-Human Resources special projects at the direction of the County Administrator.

Scope of Responsibility

Supervises the positions of Human Resources Assistant and Human Resources Specialist.

Duties and Responsibilities

Essential Functions

- A. Serves as an advisor to the County Administrator, providing interpretation and advice to County Leadership and/or employees on Human Resources and employee relations issues, policies, procedures, compliance issues, laws, rules, and or guidelines.
 - A.1. Leads and implements all Human Resources and employee relations programs, policies and initiatives based on best practices.
 - A.2. Investigates, researches, advises, and recommends the development of policies and procedures to ensure compliance with federal and state laws and regulations or to better address organizational needs.
 - A.3. Provides interpretation and advice to executives and managers concerning policies, procedures, collective bargaining agreements/provisions, statutes, laws and regulations, conflict resolution, corrective actions, and discipline.
 - A.4. Investigates, monitors, and assures departments are in compliance with relevant Human Resources laws, rules, regulations, guidelines including Human Resources policies, procedures, and programs.
- B. Assists the County Administrator with labor relations administration.
 - B.1. Administers labor agreements, facilitates, and processes responses and resolutions.

Human Resources Director

- of disputes and grievances.
- B.2. Participates in mediation and arbitration collaborating with the management team, stewards, business agents and labor counsel.
- B.3. Serves on the labor committee in collective bargaining negotiations to include negotiation meetings, data collection, strategy development, and bargaining approaches.
- C. Performs supervisory duties for direct reports including, but not limited to, recruitment and selection, training, scheduling, conducting performance evaluations and performance improvement plans and recommending disciplinary action.
- D. Serves as Affirmative Action Officer and Human Rights Officer.
 - D.1. Prepares and submits EEOC reports.
- E. Administers the classification, compensation and employee benefits programs.
 - E.1. Administers, directs, and reviews employee benefit programs including the design, evaluation, and modification of benefit policies to ensure that the programs are competitive and compliant with legal requirements.
 - E.2. Negotiates contracts with benefit and third-party administrators.
 - E.3. Researches, investigates, and recommends changes in practices to assure ongoing compliance with the MN Pay Equity Act.
 - E.4. Coordinates and/or prepares and submits required state reports.
 - E.5. Oversees the administration of the employee performance appraisal process.
 - E.6. Administers and implements human resource policies and procedures to assure positions are properly evaluated, classified, and compensated in accordance with County human resource policies and procedures.
 - E.7. Assists in development, administration and maintenance of the County's classification and compensation system.
 - E.8. Advises payroll personnel regarding human resource policies and procedures, changes in salary schedules, job classifications, promotions, retirements, and terminations.
- F. Oversees a centralized talent acquisition and hiring process managed day-to-day by the Human Resources Specialist.
 - F.1. Collaborates with department heads in determining staffing needs.
 - F.2. Develops recruitment strategies and plans to attract high quality applicant pools.
 - F.3. Provides training and advise to department heads, executives and supervisors concerning the employment/recruitment/selection process to assure compliance with County HR policies and procedures, HR laws, rules, and regulations.
 - F.4. Coordinates pre-employment screening, testing programs and background checks.
 - F.5. Develops new selection, recruitment, and retention programs, processes, and procedures.
 - F.6. Oversees new employee onboarding/orientation programs and exit interviews.
 - F.7. In consultation with the hiring Department, develops and makes tentative offers of employment and notifies applicants of selection/non-selection.

Human Resources Director

- F.8. Provides recommendations and advice to Departments regarding for all new hires and determination of compensation for new hires, transfers, promotions, discipline, termination, and reclassification of employees.
- G. Conducts presentations, public relation activities and responsibilities with both internal and external customers and members of the public.
- H. Assists Administration with County compliance with Minnesota Data Practices Act.
- I. Responsible for oversight and implementation of Human Resources Information System (HRIS) in coordination with the Finance department and payroll staff.
- J. Oversees and/or compiles, summarizes, and prepares various county, state and/or federal reports on personnel related issues, compensation, benefits, classification, FLSA, FMLA, FLSA, ADA and/or statistical summaries pertaining to HR statistics/outcomes/activities.
- K. Oversees a County safety program managed day-to-day by the Human Resources Assistant.
 - K.1. Implements and coordinates safety and workers compensation programs and reporting requirements.
 - K.2. Maintains and updates safety programs and policies to ensuring compliance with state and federal laws.
 - K.3. Ensures that all County employees receive and complete all required safety training, such as AWAIR, bloodborne pathogens and other training as prescribed by MN OSHA.
 - K.4. Ensures the completion and posting of required MN OSHA injury reports.
 - K.5. Serves as the Safety Officer as defined in the County's Emergency Operations Plan
- L. Serves as Advisor to the Health and Wellness Committee and programs.

Additional Functions

- A. Completes other special projects that may fall outside human resources, safety and benefits functions, at the direction of the County Administrator,
- B. Attends trainings, conferences, and seminars to ensure up-to-date employment law knowledge and implementation.
- C. Serves as a member of the County's management team.
- D. Participates, attends and/or serves on various committees, professional organizations or groups.
- E. Performs other duties as assigned or apparent.

Qualifications

Minimum Qualifications

- A. Bachelor's Degree in Personnel Administration, Human Resources, Public Administration, Organizational Management, or related field; and
- B. Five years relevant work experience; OR
- C. Equivalent combination of education/training/experience.

Human Resources Director

Preferred Qualifications

- A. Three-years' experience in a Supervisory or Leadership role.
- B. Professional experience in labor relations; classification and compensation systems; Human Resources consulting, and public administration.

Conditions of Employment

- A. Must possess a valid driver's license and be able to drive in the state of Minnesota.
- B. Must successfully complete a background check.
- C. Obtain and maintain certifications and licensures.
 - C.1. Ability to obtain within six-months of hire;
 - C.1.1. HIPPA certification.
 - C.1.2. FBI level 4 Criminal Justice Information System Security Training/Testing.
 - C.1.3. FBI Fingerprinting Certification.
- D. Ability to travel within your daily work assignment.
- E. Ability to occasionally travel within Minnesota, including overnight stays.
- F. Ability to occasionally work extended, evening and weekend hours as needed.
- G. Must comply with organizational and departmental policies.
- H. Performs physical/mental demands of the work environment requirements for this position.
- I. Attendance during regularly scheduled work hours, and outside regular hours as necessary.
- J. Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.
- K. Must comply with data practices policies and standards relative to not public data. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished the not public data must be properly stored according to county policies and the Minnesota Statutes.

Knowledge, Skills, and Abilities

- A. Extensive knowledge of the principles, practices, and techniques of Human Resources Administration in a public sector setting.
- B. Knowledge of local, state, and federal laws and policies impacting public sector personnel management.
- C. Skill in wage, salary, and classification plan administration.
- D. Skill in writing clear, comprehensive, and enforceable policies, procedures, contracts, etc.
- E. Considerable knowledge of personnel administration, management techniques and organizational development.
- F. The ability to develop and implement division goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to

Human Resources Director

supervise personnel in a manner conducive to efficient performance and high morale.

- G. The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- H. The ability to establish and maintain effective working relationships with others.
- I. Ability to formulate strategic direction in keeping with the overall organizational mission, with broad guidance/governance and to provide overall guidance to management.
- J. Ability to create previously unknown technology or original business approaches or significantly differentiates existing products or services.
- K. Ability to maintain effective working relationships with frequent interaction to negotiate critical agreements or motivate behavior that requires a well-developed sense of strategy and time.

Department Head Core Competencies

Leadership

- A. Oversees all department operations and work activities, including the staff of the department in alignment with the vision and directives of the County.
- B. Delegates appropriately to Human Resources staff.
- C. Leads the operation of the department, ensures County policies/safety/rules/procedures are followed, assists staff with problem solving issues, performs appropriate decision making, and follows through on projects to ensure work product is consistently high quality.
- D. Clearly defines responsibilities and authority limits to employees.
- E. Inspires others to achieve results by promoting involvement, participation, and cooperation.
- F. Works respectfully and effectively with managers and leadership of the department and creates a work environment among reporting staff that encourages and provides impactful outcomes through teamwork.
- G. Creates and supports effective working relationships within and between County departments, divisions and outside agencies.
- H. Research best practices, literature, and data to synthesize for department policy and budget development.
- I. Interprets laws, rules, and regulations at the County, State, and Federal level.
- J. Directs implementation of laws and regulations in accordance with County, State, and Federal laws, and regulations.
- K. Conducts regular department meetings with supervisors and line staff to inform them of significant issues, events, policies, or legislative changes.

Outcomes and Measurements

- A. Directs strategic planning, quality improvement and performance management activities.
- B. Establishes departmental goals and performance measures as well as communicates, supports, and evaluates the achievement of those set goals and measures.
- C. Assists in the development of long-range capital improvement projects and programs, and coordinates the goals, objectives, and priorities of the Department.

Human Resources Director

- D. Oversees and/or manages Department data records and reporting.

Safety Conscious

- A. Promotes and supports safety and loss control programs to ensure a safe and healthy working environment that will minimize hazards and/or risks that could result in personal injury, illness, and/or property damage.
- B. Keeps abreast of accident/injury trends within the Department, ensuring proper action was taken to investigate incidents/accidents in determining causes and reducing injuries.

Liaison to County Board

- A. Develops and recommends policies affecting the Department legislative platform to the County Board and provides reports and presentations to the Board.
- B. Conducts effective meetings and public forums with composure, professionalism, and discretion.

Supervisor Core Competencies

Supervision

- A. Manages and directs the Department staff and the work activities of the employees in alignment with the vision and direction of the County.
- B. Provides effective supervision, training, and guidance for assigned personnel; is approachable; anticipates changes and manages challenges.
- C. Promotes teamwork and cooperation.
- D. Serves as a positive role model of successful performance and ethical conduct.
- E. Monitors and documents the work performance of assigned personnel on a timely and continual basis, conducts effective coaching, reviews performance, and takes corrective action whenever necessary.
- F. Delegates responsibility and authority.
- G. Responsible for scheduling work assignments, tracking, and approving hours of work.
- H. Recommends only:
 - H.1. Hiring, promoting and/or transferring of employees: in the County's structure, the final approval is by the Board of Commissioners.
 - H.2. Discipline and/or suspension: final approval is by the HR Director and County Administrator.
 - H.3. Terminating employees: final approval is by the County Administrator and/or Board of Commissioners.

Staff Development and Motivation

- A. Conducts or oversees training for current and new employees to ensure established procedures are clearly understood and followed.
- B. Continually monitors results being achieved in assigned areas, providing the necessary tools, and coaching to create a cohesive team.
- C. Creates a working climate in which assigned personnel are motivated to develop their

Human Resources Director

working knowledge, skills, and abilities, and demonstrates by personal example the desired standards of conduct and work performance.

Safety Conscious

- A. Enforces all safety rules, regulations, and procedures. Provides training as necessary.
- B. Processes incident/accident reporting within time constraints, investigates incidents/accidents to determine causes.
- C. Actively participates in and supports the safety and health programs.
- D. Makes certain that equipment, tools, and machinery are used and maintained properly.

Employee Core Competencies

Quality of Work

- A. Maintains a high level of accuracy and attention to detail.
- B. Demonstrates the ability to use resources productively, effectively, and efficiently.
- C. Demonstrates the ability to think proactively, anticipates potential problems, and provides workable solutions and alternatives with a 'can do' approach.
- D. Develops and maintains good working knowledge of job responsibilities and prescribed procedures, which facilitates the efficient performance of duties.
- E. Takes initiative to utilize job knowledge to analyze situations, resolve problems, and reach decisions.

Quantity of Work

- A. Exhibits good organizational and time management skills: plans and schedules completion of work accountabilities in order of priority, making the most effective use of time.
- B. Self-motivated and works independently: demonstrates willingness to assume new and challenging assignments.
- C. Demonstrates ability to work well under pressure, utilizing resources effectively.

Professional Conduct/Integrity

- A. Demonstrates knowledge and actions consistent with the County's values and the County's code of ethics and conduct.
- B. Demonstrates high moral principles and professional standards with others through truthfulness and sincerity; makes ethical decisions.
- C. Shows respect for others' ideas, perspectives, and styles.
- D. Demonstrates appropriate business etiquette and social skills.

Customer Service

- A. Provides information, options, and/or solutions to inquiries, concerns, and/or requests from the diverse public in a respectful manner.
- B. Maintains the County's reputation of providing a high-level of customer satisfaction.

Communication

- A. Demonstrates the ability to develop and maintain working relationships to produce results,

Human Resources Director

and a work environment that builds rapport and trust.

- B. Communicates professionally and effectively with internal and external customers through spoken and written correspondence, including emails.
- C. Maintains confidentiality.
- D. Listens well; respects viewpoints different than own.
- E. Contributes knowledge, experience, and feedback appropriately to others.

Safety

- A. Maintains a safe work environment by complying with County safety policies and procedures and attends necessary trainings.
- B. Performs duties with consideration to minimize risk. Reports safety concerns to appropriate parties.

Accountability and Dependability

- A. Adheres to all County policies and procedures.
- B. Competently performs all required job duties.
- C. Maintains an acceptable record of work attendance, and punctuality in accordance with County and Department requirements.

Physical Demands & Working Conditions

- A. Work is primarily performed in an office setting. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- B. Work is light duty and sedentary with ability to lift, carry or push up to 10 pounds.
- C. This position is expected to work in all areas where people are located. This includes all areas of the Sheriff's office, County jail including inmate area with an escort, County Attorney's office, county roads, in and around heavy equipment, restricted offices, work with potential medical exposures, hazards areas, injury emergency situations, dirty rooms, and noisy environments.
- D. May require occasional travel to off-site locations and minimal attendance at evening meetings.
- E. Will have infrequent exposure to health hazards and accidents.
- F. This position may be intermittently exposed to offensive language, threats and experience occasional mental effort and stress.
- G. This position frequently performs work under high attention to detail and deadlines.
- H. Position is eligible for a hybrid remote work arrangement. Position will be expected to maintain in-office hours as needed and to attend meetings in person when required. Such remote work arrangement subject to approval from the County Administrator.

Hours of Work

- A. Monday – Friday 8 a.m. - 4:30 p.m.

Human Resources Director

Equipment Utilized

- A. Office equipment, computer hardware and software, personal protective equipment, and an automobile.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The County Board, County Administrator or appropriate Elected Official retains the discretion to add duties or change the duties of this position at any time.

Benton County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.