

Director of Human Resources

Dept/Div: *Human Resources*

FLSA Status: *Exempt*

General Definition of Work

Performs complex professional work planning, organizing, and directing the activities of the Human Resources Department, and related work as apparent or assigned. Work is performed under the general direction of the County Administrator. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Manages, supervises, and directs departmental activities and employees; hires, assigns and directs work, supports, and evaluates department employees.

Supervises the County's human resources, ~~safety~~ and risk management functions; administers a federally certified merit system; develops and administers departmental budget; ensures compliance with federal and state legal requirements, including COBRA, Affirmative Action, Pay Equity, ADA, FLSA, PELRA, and Veteran's Preference; serves as Affirmative Action / Equal Opportunity Officer; hears and acts on complaints; oversees human resources information system; completes pay equity, salary, and other surveys and reports.

Manages labor relations and contract administration activities; coordinates bargaining team efforts; researches, gathers data, plans strategy, and defines issues; analyzes administrative and fiscal impact of union proposals; consults with interested parties; drafts reports, proposals, settlements, contract revisions.

Develops, revises, and administers policies and contracts; ensures policies and practices comply with existing laws and regulations; ensures consistent and equitable treatment of employees.

Advises supervisors on disciplinary matters and counsels employees; answers questions, mediates disputes, investigates and rules on complaints and grievances; prepares documentation and testifies in grievance arbitration hearings; advises on policies and procedures.

Supervises the certification of payroll; ensures payroll changes comply with policies and contracts.

Coordinates applicant recruitment and selection process; establishes hiring criteria; prepares recruitment ads; arranges for and administers scoring exams; prepares eligibility lists.

Administers employee benefits; coordinates work of labor-management committee on insurance; coordinates bid process for insurance contracts; researches, coordinates, and administers new plans or changes in plan design.

Oversees Risk Management functions, including ~~safety~~ and Workers' Compensation; coordinates defining of strategies for minimizing risk; ensures appropriate processing of claims, correcting of violations, and return to work process.

Coordinates job analysis and evaluation process; advises employees and supervisors on issues; evaluates proposals for job evaluation rating changes; recommends changes to County Board; completes, updates, and maintains pay equity compliance requirements.

Maintains continuing personal contacts with employees and union business agents; interprets rules and contracts; coaches employees with work or personal issues; refers to employee assistant program where appropriate.

Coordinates supervisor and employee training opportunities.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and practices of human resources administration, including wage and salary administration, training, labor/employee relations, ~~safety~~ and risk management and fringe benefits programs; thorough

knowledge state and federal laws related to human resources administration; ability to express ideas effectively both orally and in writing; ability to analyze facts and prepare detailed recommendations and reports; ability to plan,

supervise and review the work of subordinates; ability to establish and maintain effective working relationships with elected officials, county officials, labor union officials, state organizations, employees, vendors, consultants, and the general public.

Education and Experience

Minimum requirements are a Bachelor's degree with coursework in Human Resource Management, Business Administration, Public Administration, or related field and at least five years of experience in human resource management.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires speaking or hearing and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus and depth perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Valid driver's license.

Last Revised:

7/28/2014