

# Beltrami County, Minnesota

## Director of Human Resources Position Profile



### Beltrami County Mission and Values Statement

*Beltrami County will be the catalyst to firmly establish a community that promotes healthy families, environmental quality, expanding economic opportunity, and a quality of life second to none. The County will accomplish this through innovation, commitment, hard work, collaboration, leadership, and customer responsiveness.*

### Vision

*Beltrami County will be a model of excellence that others seek to emulate. It will lead the way through collaboration and perseverance, successfully resolving the County's toughest problems and taking advantage of its greatest opportunities. It will create a legacy and tradition of success that expands opportunity for all of its citizens.*



### Position: Director of Human Resources

Salary Range: \$88,816 - \$116,230 – DOQ

Our current Director is retiring after a long and successful career with the County, serving more than 14 years as the County's Director of Human Resources.

### Beltrami County, Minnesota

**Beltrami County** is located in north central Minnesota and has over 116,000 acres of lakes, 147,000 acres of county forest lands and 459,000 acres of state forest lands. Beltrami County encompasses over 3,000 square miles, divided into 8 cities and 86 townships. The County contains portions of two Indian reservations (Leech Lake and Red Lake). There are more than 150 lakes of twenty acres or larger, and Upper and Lower Red Lakes are the largest inland bodies of water wholly within any one state. Beltrami County is a wonderful recreation area with abundant natural resources, a progressive County Parks system and significant outdoor activities available for everyone.

The County was created by an act of the Legislature on February 28, 1866. Beltrami County is a regional center with access to a variety of services such as retail, medical facilities, an airport, federal and state government offices and the arts.

The **City of Bemidji** is the Beltrami County Seat. Bemidji boasts being "*The First City on the Mississippi*" and has a population of nearly 16,000. Bemidji is an Ojibwe word "Bay-may-ji-ga-maug" meaning "lake with cross waters" referring to the Mississippi River which crosses Lake Bemidji. Bemidji is a "golden city" along the river's bank, only miles from Itasca State Park where the mighty Mississippi River begins its 2,552 mile journey to New Orleans and the Gulf of Mexico, a city at the center of the legends of Paul Bunyan and Babe the Blue Ox. Other cities in Beltrami County include Blackduck, Funkley, Kelliher, Solway, Tenstrike, Turtle River, and Wilton, and range in size from 10 residents in Funkley to 15,462 residents in Bemidji. Beltrami County's total population is approximately 47,188 residents, and it is home to Red Lake Reservation, a portion of Leech Lake, and is close neighbors to White Earth.

## Education & Healthcare

Beltrami County is primarily served by six independent school districts: Bemidji School District 31, Blackduck School District 32, Kelliher School District 36, Red Lake School District 38, Cass Lake-Bena District 115 and Grygla-Gatzke District 447. The County contains four charter schools: Schoolcraft Learning Community, Treknorth Junior & Senior High School, Voyageurs Expeditionary High School and Aurora Waasakone Community of Learners. You will find two private schools: St. Philip's Catholic School for grades PK-8 and Heartland Christian Academy for grades PK-12. Northwest Technical College, Bemidji State University, Oak Hills Christian College and Concordia Language Village provide a variety of additional educational opportunities.

Healthcare services are provided by Sanford Health of Northern Minnesota in Bemidji and Red Lake IHS Hospital in Red Lake. These facilities provide services that include a birthing center, medical clinic, 24-hour emergency room and home health services.

## Recreation

With abundant lakes, streams, forests, trails, and top-notch facilities, Beltrami County offers some of the best outdoor recreational opportunities you can find. Beltrami County contains over 600,000 acres of publicly owned land, so no matter what the season, outdoor enthusiasts flock to this area to enjoy their favorite activities and to experience all that Beltrami County offers.

For recreation, county lands provide citizens and tourists an opportunity to pursue a variety of motorized and non-motorized recreational activities. As with managing natural



resources, the County strives to find the right balance between providing access to public lands for recreation while at the same time preserving and protecting the resource.

## Beltrami County

The County is served by five County Commissioners elected from individual districts equally balanced in population



within the County. Beltrami County Human Resources Department employs the Director and two Human Resources Technicians. They manage the Human Resources functions for all County Departments consisting of approximately 420 employees. The Human Resources Director reports to the Administrator.

Beltrami County Human Resources is a full-service department providing a wide-range of important functions including, but not limited to:

1. Manages, supervises, and directs departmental activities and employees; hires, assigns and directs work, supports, and evaluates department employees.
2. Supervises the County's human resources 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.
3. 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.
4. Develops, revises, and administers policies and contracts; ensures policies and practices comply

- with existing laws and regulations; ensures consistent and equitable treatment of employees.
5. 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.
  6. Supervises the certification of payroll; ensures payroll changes comply with policies and contracts.
  7. Coordinates applicant recruitment and selection process; establishes hiring criteria; prepares recruitment ads; arranges for and administers scoring exams; prepares eligibility lists.
  8. 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.
  9. Oversees Risk Management functions, including Workers' Compensation; coordinates defining of strategies for minimizing risk; ensures appropriate processing of claims, correcting of violations, and return to work process.
  10. 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.
  11. Maintains continuing personal contacts with employees and union business agents; interprets rules and contracts; coaches employees with work or personal issues; refers to employee assistance program where appropriate.
  12. Coordinates supervisor and employee training opportunities.

## Future Challenges and Initiatives

1. Create a Workforce Development Program
2. Evaluate and improve recruitment and retention efforts
3. Review and update the HR policy manual
4. Integrate payroll and HR processes
5. Standardize Onboarding efforts
6. Evaluate and modify employee appreciation events

7. Review and improve employee wellness initiatives
8. Evaluate department size and scope.

## Director of Human Resources Qualifications

- Bachelor's degree in human resource management, public administration, business administration, or related field. Master's degree preferred.
- Five (5) years of experience in human resource management.
- Valid driver's license.

### Additional Preference:

- Certification from SHRM or IPMA-HR

## Compensation and Benefits

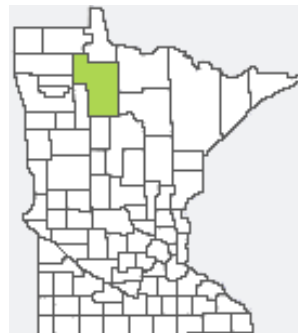
Salary range from \$88,816 to \$116,230, starting salary negotiable depending on qualifications and experience. For more information on the County's benefits, please see the Benefits Summary located on the Beltrami County website: <http://www.co.beltrami.mn.us/Departments/HR/Employee%20Benefits.html>

## Application and Selection Process

Apply online at:

<https://daviddrown.hiringplatform.com/164103-beltrami-county-human-resources-director/630644-application-form/en>. The position is open until filled; review of first applications will start on **June 1, 2023**.

For more information, contact Gary Weiers at [gary@daviddrown.com](mailto:gary@daviddrown.com) or 612-920-3320 x109.



**Beltrami County is an Equal Opportunity Employer**