



DIRECTOR, HUMAN RESOURCES

FLSA Status: Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and administrative work planning, organizing and directing all activities and programs in the Human Resources Department; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing, directing and developing comprehensive human resource programs; administering the classification and pay and safety and risk management programs; coordinating activities with County Administrator and other departments; maintaining records and files; preparing reports.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Develops, plans and implements goals and objectives, policies and priorities of the human resources and risk management functions; prioritizes and assigns work; conducts performance evaluations;

Performs professional level duties in the functional areas of, employee relations, benefits program development, equal employment opportunity and personnel actions processing including discipline and dismissal;

Administers personnel functions including employment screening and referral, employee orientation and exit interview programs and benefits enrollment;

Coordinates recruitment and oversees selection procedures ensuring that numbers of full-time positions filled stay within annual budget appropriations;

Administers the classification and pay system; reviews requests for new positions and allocates to existing classification plan or recommends new classes within the plan structure; coordinates employee performance evaluation system;

Administers the County's merit system and personnel regulations;

Interprets and applies local, state and federal laws and regulations; interprets and explains administrative policies and decisions;

Analyzes complex and confidential issues and takes appropriate action in accordance with policies and procedures; consults with legal counsel as appropriate;

Maintains human resources records;

Resolves inter- and intra-departmental conflicts and problems; serves as mediator as needed;

Manages, develops and evaluates employee training and development;

Confers with the County Administrator and Department Heads to determine needs and to evaluate/interpret human resource policies;

Attends staff and committee meetings to provide assistance to County Administration;

Serves as liaison between the County Administrator's Office and all departments on routine administrative matters;

Coordinates and/or conducts research into administrative organization/functions; investigates situations; secures information and considers alternatives, improvements and/or solutions;

Receives requests and complaints from the public; investigates and resolves complaints; answers requests for information;

Prepares departmental budget and monitors expenditures;

Approves actions entry in MUNIS for all new hires, salary increases and changes in status;

Approves departmental purchase card entries in Works and submits monthly report;

Coordinates County employee events as needed;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the philosophies, principles and practices of public personnel administration, including testing and selection, wage and salary, training, employee relations, benefits and unemployment insurance program; thorough knowledge of local government organization and administration; ability to establish and maintain effective working relationships with County officials, associates and the general public; ability to present facts and recommendations 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.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with a major course work in personnel management, public administration or related field and extensive experience in human resource management in a government setting.