



## **Human Resources Director**

Human Resources

**HR/1**

Grade 23/Exempt

### **JOB SUMMARY**

The Human Resources Director leads, plans, and administers all Operational aspects of the County's Human Resources department, to include employee relations, recruitment and retention, compensation and benefits, policy administration, regulatory compliance, training, and risk management. The Director ensures that HR strategies align with the County's mission and goals. Serves as a strategic advisor to the County Administrator and leadership team, ensuring compliance with all applicable laws and regulations to ensure fair, consistent, and productive work environment.

### **MAJOR DUTIES**

- Develops, implements, updates, and maintains HR policies, procedures, and programs; ensures compliance with all applicable employment laws and regulations.
- Reviews and updates of the County's Employee Handbook to reflect policy changes, legal updates, and organizational needs in accordance with the Board of Commissioners' approval.
- Oversees and maintains the County's job classification and compensation systems; evaluates and recommends salary adjustments, new positions, or reclassifications, and makes recommendations to the County Administrator.
- Manages the recruitment and onboarding process, including posting vacancies, screening applicants, coordinating interviews, drug screening, and pre-employment physicals.
- Conducts New Employee Orientation to ensure consistent onboarding and understanding of County policies, benefits, and procedures
- Assists HR Specialists with processing Personnel Action Forms (PAFs) for new hires, promotions, demotions, transfers, disciplinary actions, terminations, etc.
- Serves as the County's Safety Coordinator. Monitors and ensures a safe working environment for all employees. Reviews workers' compensation claims, identifies trends, and works with departments to reduce workplace injuries and prevent recurring incidents.
- Conducts investigations of employee complaints, grievances, and alleged policy violations recommends and implements corrective action in consultation with legal counsel when necessary.

- Serves as the County's primary contact for managing and responding to personnel-related legal claims, including Equal Employment Opportunity Commission (EEOC) charges and other employment-related complaints.
- Administers and manages the County's workers' compensation program. Prepares and submits workers' compensation claims and develops strategies with departments to reduce workplace injuries and prevent recurring claims.
- Prepares, submits, and manages the HR department's budget; monitors expenditures, and ensures compliance with approved financial plans.
- Coordinates the annual open enrollment, including communications, documentation, and vendor coordination.
- Plans and administers the County's Health and Wellness Program, including activities and events that promote employee wellbeing
- Develops and coordinates the training programs for employees and supervisors on HR policies, workplace conduct, compliance topics, and other relevant areas.
- Prepares regular and special reports related to employment, turnover, benefits, compensation, compliance, and other HR activities for the County Administrator, Board of Commissioners, and other stakeholders
- Advises and assists department heads and supervisors on personnel matters, including employee performance, policy interpretation, and disciplinary processes
- Maintains complete and accurate employment files, records, and documentation in compliance with records retention laws and confidentiality requirements.
- Performs other related duties as assigned.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of human resources management principles, practices and procedures including recruitment, compensation, benefits, performance management, and employee relations.
- Knowledge of applicable federal and state employment laws and regulations (e.g. FMLA, ADA, FLSA, Title VII, EEO, HIPAA).
- Knowledge of relevant county ordinances, policies, and procedures, and administrative processes.
- Knowledge of workers' compensation laws and claims management best practices
- Knowledge of budget management principles.
- Knowledge of the structure, functions, and operations of county departments.

- Knowledge of HRIS systems and Microsoft Office Suite
- Knowledge of state and federal equal employment opportunity (EEO) laws and related principles and regulations.
- Skill in leadership, management and supervision skills.
- Skill in conflict resolution and mediation.
- Ability to handle confidential and sensitive information with discretion.
- Skill in oral and written communication skills.

## SUPERVISORY CONTROLS

The County Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

## GUIDELINES

Guidelines include County policies, personnel ordinances, federal and state employment regulations, FMLA requirements, EEO laws, workers' compensation statutes, and department-specific procedures. The Director exercises judgment in interpreting and applying guidelines and develops departmental guidelines as needed.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, supervisory, and management duties. The variety of situations to be managed and strict regulations contribute to the complexity of the position.
- The purpose of this position is to lead and direct the County's human resources programs and services, supporting organizational goals while ensuring legal compliance and a positive work environment for all county employees, to all county staff, job applicants, and other employers/agencies.

## CONTACTS

- Contacts include County employees, elected officials, department heads, benefits providers, job applicants, legal counsel, regulatory agencies, and the general public.
- Contacts are conducted to exchange information, provide guidance, negotiate agreements, resolve conflicts, and deliver HR services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed in an office setting while seated at a desk or table. Some tasks may require standing, bending, crouching, or light lifting (generally under 15 pounds).

- The work is typically performed in an office.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Human Resources Specialist and HR Intern. May provide functional direction to other employees on HR-related matters.

#### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field (e.g., Human Resources, Business Administration, Public Administration, or a closely related field).
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require a minimum of five (5) years of related experience.
- At least five (3-5) years of specialized experience managing employee relations, including investigations and conflict resolution.
- Professional HR certificate (e.g. SHRM-CP/SCP, PHR/SPHR) preferred upon hire; if not upon hire, must secure within 18 months post-hire date.
- Equivalent combination of education, training, and experience may be considered.