

Human Resources Director

Dept: Human Resources

FLSA Status: Exempt

General Definition of Work

Performs complex professional work planning, organizing, directing and developing various human resources functions, administering wage and salary programs, overseeing risk management, coordinating activities with the County Manager and other departments, maintaining records, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Manager. 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 an individual with disabilities to perform the essential functions.

Essential Functions

- Advises the County Manager, department heads, supervisors, legal staff, and boards on a variety of personnel and legal issues such as discipline and termination, employee versus contractor issues, appropriate interview questions, employee relations, etc.; prepares disciplinary action documents and counsels departments on proper procedures.
- Represents the County during legal proceedings related to wrongful discharge, unemployment appeals, and just cause and due process hearings.
- Develops, revises and implements all personnel and safety policies with the approval of the County Board of Commissioners.
- Counsels county employees on a wide variety of work/life issues; receives and responds to employee inquiries, concerns and complaints; facilitates problem resolution.
- Assesses, designs, develops and facilitates supervisory training curriculum.
- Directs and supervises the processing and maintenance of personnel transactions, records and files pertaining to appointments, transfers, promotions, separations, pay adjustments and related personnel actions; reviews and approves all personnel actions for adherence to policy before forwarding to the County Manager for final approval; works with staff and the County Attorney to address related problems and solutions.
- Supervises the administration of all employee benefit programs; recommends changes to benefit plans; composes RFPs and provides census information as needed.
- Administers the County's pay system; reviews agreements, enforces deadlines, conducts training and audits, and prepares salary increases.
- Directs the administration of the position classification and compensation plan; makes recommendations to the County Manager concerning appropriate revisions; coordinates projects by outside consultants and implements approved programs.
- Supervises departmental personnel; instructs, assigns, directs and reviews the work of others; evaluates employee performance; recommends the hiring, transfer, promotion, suspension, termination or demotion of personnel; disciplines, coaches and counsels employees; recommends training and salary increases; develops staff schedules.
- Directs the administration of safety programs and policies; makes recommendations to the County Manager concerning appropriate revisions.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

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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, insurance programs; thorough knowledge of local government organization and administration; thorough skill operating standard office equipment and related hardware and software; ability to compute rates, ratios and percentages; ability to exercise tact and courtesy to citizens, employees and applicants; ability to prioritize tasks of subordinate employees; 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; ability to establish and maintain effective working relationships with county officials, associates and the general public.

Education and Experience

Bachelor's degree with coursework in human resources, business management, or related field and six or more years experience working in human resources with a minimum of three years of supervisory experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, reaching with hands and arms and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; 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 machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Senior Professional in Human Resources (SPHR) or Professional Human Resources (PHR) certification preferred.

Competencies

Leading with Integrity: Exhibits ethical and moral behavior in everyday business conduct; Earns trust of others by; disclosing information and admitting mistakes; Recognizes and resolves ethical questions; Ensures organizational ethics are widely understood; Encourages open discussion of ethical issues; Creates an environment that rewards ethical behavior

Negotiation Skills: Clarifies interests and positions of all parties; Adjusts tactics to achieve desired results; Manages conflict, manipulation, and strong emotions; Develops alternative options for mutual gain; Builds consensus through give and take

Managing Customer Focus: Promotes customer focus; Establishes customer service standards; Provides training in customer service delivery; Monitors customer satisfaction; Develops new approaches to meeting customer needs

Quality Management: Fosters quality focus in others; Sets clear quality requirements; Measures key outcomes; Solicits and applies customer feedback; Improves processes, products, and services

Team Leadership: Fosters team cooperation; Defines team roles and responsibilities; Supports group problem solving; Ensures progress toward goals; Acknowledges team accomplishments

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Change Management: Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results

Managing People: Defines responsibilities and expectations; Includes subordinates in planning; Takes responsibility for subordinates' activities; Makes self available to subordinates; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Sets goals and objectives; Motivates for increased results; Recognizes contributions of others

Visionary Leadership: Creates a clear, compelling vision; Communicates vision and gains commitment; Acts in accordance with vision; Displays passion and optimism; Mobilizes others to fulfill the vision

Financial Responsibility: Understands financial targets and budget goals; Incorporates financial analysis into strategic decisions; Implements operating budget flexibility to address changing priorities; Creates sound business cases to support expenditures; Promotes conservation of organizational resources

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date