

Taylor County Board of County Commissioners

JOB TITLE: Human Resources Director \$43,763 - \$63,457

EXEMPT (Y/N): Yes

BASE SALARY LEVEL: Pay Grade 310

LOCATION: Co Admin. Complex

EMPLOYEE NAME:

DATE: 4/4/2017

UNION (Y/N): No

WORKERS COMP CODE: 8810

DEPARTMENT: Human Resources

SUPERVISOR: County Administrator

SUMMARY:

Under policy direction of the Board of County Commissioners, the Human Resource Director position is located within the County Offices and works under the direct supervision of the County Administrator. The Human Resource Director develops policy and directs and coordinates human resource activities such as employment, compensation, labor relations, benefits, training, health insurance, in processing of new personnel, disciplines, and/or terminations, payroll, personnel file management and employee services. This is managerial work directing all phases of the Taylor County personnel program. Employee in this position will exercise independent judgment in formulating and/or assisting in formulating policies and procedures, which have significant impact on personnel administration. This position requires a high degree of confidentiality and the employee must apply common sense understanding to carry out instruction furnished in written and oral format.

ESSENTIAL/SPECIFIC DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manages personnel programs and activities of the County including recruitment, screening, placement, training, and the Performance Enhancement Program
- Prepares vacancy announcements and newspaper advertisements for filling positions.
- Plans and conducts new employee orientation to foster positive attitude toward company goals.
- Keeps records of benefit plan participation such as insurance, personnel transactions such as hires, promotions, transfers, performance reviews, terminations, and employee statistics for government reporting.
- Coordinates management training in interviewing, hiring, termination, promotions, and performance reviews.
- Responsible for setting up training on sexual harassment and workplace diversity issues.
- Demonstrate ability to treat information of a sensitive nature in a confidential manner.
- Familiarity with and knowledge of union contracts and status of negotiations with union(s).
- Develops accurate job descriptions.
- Advises management in appropriate resolution of employee relation's issues.
- Responds to inquiries regarding policies, procedures, and programs.
- Administers performance review program to ensure effectiveness, compliance, and equity with organization.

Job Description
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- Administers salary administration program (classification plan) to ensure compliance and equity within organization.
- Administers benefits programs such as life, health, dental, vision, and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance.
- Conducts wage surveys within labor market to determine competitive wage rate.
- Prepares budget of human resources operations.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separation.
- Prepares reports and recommends procedures to reduce absenteeism and turnover.
- Represents organization at personnel-related hearings and investigations.
- Processes employment applications and other employment activities.
- Develops and maintains a human resources system that meets top management information needs.
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.

QUALIFICATION REQUIREMENTS:

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

EDUCATION/EXPERIENCE:

Bachelor's Degree from an accredited college or university in business management, public administration, or related field preferred. Minimum of 4 years professional experience preferably in human resources, personnel, or other related field.

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

- Must be computer literate with working knowledge and experience with MS Word, Power Point, and Excel.
- Must have strong analytical, problem-solving and organizational skills.
- Must possess initiative and be able to work independently on time-sensitive complex issues.
- Must have working knowledge of and experience in formulating, writing, and critiquing policies and procedures.
- Must be able to prepare lesson plans and be able to instruct employees and staff.
- Must have the ability to write reports, business correspondence, and procedure manuals.
- Ability to receive public with courtesy.
- Ability to establish and maintain effective working relationships with elected officials, subordinates, and the general public.
- Ability to determine work priorities and ensure proper completion of work.

Job Description

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must successfully pass a physical exam by the Medical Director.
- Required to talk and to hear.
- Required to stand, walk, sit, reach with hands and arms, and stoop and kneel.
- Occasionally required to lift and/or move up to 20 pounds.
- Must be able to operate a motor vehicle

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The job requires working in an office environment.