



<b>POSITION DESCRIPTION</b>  <b>Human Resources Director</b>  <b>FLSA Status: Exempt</b> <b>Classification: Executive</b> <b>Salary Grade/Band: 21</b>	<b>25 February 2015</b>  <b>Reports to: Duchesne County Commission</b> <b>Revised: <u>04/07/15</u></b> <b>Human Resources Initials: <u>LF</u></b>
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**POSITION PROFILE**

This position will partner with the County and execute human resources strategies in support of the overall County Mission, specifically in the areas of policy development, benefits, EEO/ADA/ADEA, recruitment, compensation, and training. Considerable discretion and independent judgment are exercised in performing work including assisting in the continuing development of personnel best practices and ensuring compliance with all local, state, and federal employment and labor laws. This position will also be responsible for upholding, updating, implementing, and investigating policy violations in collaboration with the County Commission and Deputy Civil County Attorney as needed.

The Commission may, from time to time, adjust the Human Resources Director specific duties, based upon the County's needs. Others duties may necessarily evolve because of the nature of the position.

**Key Responsibilities**

- Onboarding and talent management
- Strategic alliances
- HR Leadership and management
- Collaboration and communication
- Business acumen
- Policy development

**GOALS**

- To ensure work performance, effective time management practices, and collaboration with departments.
- To ensure complete confidentiality of HR records and investigations.
- To uphold and implement County's Policies and Procedures and make recommendations as necessary.
- To make and carry out decisions that will assist in the prevention of litigation in regards to discrimination, harassment, and other workplace concerns.
- To ensure risk compliance according to local, state, and federal laws to reduce financial and legal impacts of non-compliance.

**ESSENTIAL FUNCTIONS**

- Performs a variety of complex administrative, managerial and professional duties related to planning, organizing, directing and coordinating the human resource system of Duchesne

County, including classification, compensation, recruitment, selection, employee relations, benefits, training, payroll, administration and risk management;

- The Human Resources Director's duties shall be those described herein and in the Utah Code §17-33-5 as codified on July 28, 2012, and any amendments thereafter. Any conflict between these policies and procedures and the requirements of the statute shall be resolved in favor of the statute;
- Responsible for the direction and scope of all staff work assignments;
- Leads the County in the development of its human resource department and in all personnel management issues, including working with other County departments, agencies and offices;
- Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives;
- Advises the County legislative and executive bodies on all human resources matters;
- Knowledge of and working experience with all employment and labor laws;
- Creates and implements programs for the improvement of County employee effectiveness, such as training, safety, health, counseling, and welfare;
- Develops and implements or oversees new employee orientation program; oversees, develops and implements ongoing mandatory staff training for all staff, i.e., code of conduct, sexual harassment, accident reporting, drugs in the workplace, conflict of interest, etc.; documents content/attendees of mandatory training sessions;
- Provides training and staff support to supervisors for various departments upon request or as needed to implement system-wide personnel policy and management actions.
- Facilitates county-wide recruitment and selection processes; uses multimedia sources to broadcast open positions; conducts formal recruitments for vacant and created positions; determines testing procedures where appropriate; prepares eligibility lists and certifies finalists in the recruitment process; monitors and verifies appointments are made in accordance with established policies and procedures;
- Periodically investigates the operation and effect of the Personnel Policies and Procedures and reports its investigations to the Board of County Commissioners;
- Makes an annual report to the Board of County Commissioners regarding the work of the Human Resources Department;
- Establishes and maintains all records of all County employees in compliance with the Equal Employment Opportunity Commission and other records retention mandates whether digital or paper;
- Proposes, maintains, and supervises the County compensation plan, and directs all payroll functions;
- Applies and carries out all human resources and personnel statutes and policies and procedures, subject to the grievance and appeal rights granted herein. Additionally, the Human Resources Director shall recommend and propose new policies and procedures to the Board of County Commissioners;
- Leads and prepares reports of investigations concerning employee discipline or alleged infractions; administers county grievance process; administers proactive employee relations program, promotes harmony among workers and resolves grievances; coordinates the appeals and grievance hearing processes and procedures; assures timely processing of grievances and various review levels; coordinates hearing times and locations; sits as member of the review board as needed;
- Presides at all administrative hearings, except when the Commission or Career Services Council hears an appeal or requires the appeal be heard by an Administrative Law Judge

("ALJ"). In such cases, the Human Resources Director shall represent the interests of the County with the assistance of the County Attorney's office;

- Responds to inquiries regarding human resources policies from elected officials, supervisors and employees in a timely manner;
- Serves the Board of County Commissioners in such capacities regarding personnel matters as it may otherwise require and as provided by law or policy;
- Communicates and cultivates the County's culture through events and activities to promote employee wellness and satisfaction including employee training and employee recognition;
- Develops and leads Human Resources initiatives; builds internal business partnerships to execute Human Resources specific initiatives; provide coaching and consultation with regards to complex Human Resource issues and drives a collaborative and supportive high performing work environment;
- Evaluates the work performance of staff; designs and/or implements 360° performance based evaluation system for all departments and offices;
- Establishes county wide salary band and wage schedule based on local, state, and national market data to ensure competitive and reasonable compensation for employees;
- Responsible for regulatory compliance relative to County operations;
- Manages county efforts to maintain a drug-free workplace; coordinates pre-employment drug screens and background checks; coordinates and conducts random drug testing of workforce to assure compliance with state and federal regulations;
- Directs or performs the completing of various surveys and reports as required by state and federal agencies in monitoring employment practices and procedures (EEO, new hire registry, etc);
- Works closely with Emergency Management, Facilities Maintenance, and Risk Management directors to create strategies to ensure a safe working environment for County employees and to educate employees on safe work practices;
- Participates in departmental and division Risk Assessment Program (RAP) meeting;
- Identifies and analyzes risks that would cause financial loss to the County;
- Administers the County's Worker's Compensation Insurance and acts as liaison with other third party administrators including follow-up of claims; prepares reports using this information and financial data supplied by the third party administrator;
- Plans and directs implementation and administration of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement; directs preparation and distribution of written and verbal information to inform employees of benefits programs such as insurance plans, retirement, paid time off; analyzes existing benefits policies;
- Works with human resources office staff to review and research changes in IRS rules and regulations affecting county benefit operations and programs;
- Approves personnel actions and manages record keeping functions related to insurance coverage, retirement, and human resource transactions such as hires, promotions, transfers, performance reviews, and terminations;
- Performs the preparation of employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations; prepares reports and recommends procedures to reduce absenteeism and turnover;
- Works with County Commission and Attorneys in preparing for defense litigation involving the County; interacts with attorneys representing the County, coordinates documents requested; and by the County's defense or plaintiff's;

- Performs other duties as assigned to meet business needs.

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in human resources administration, public administration, or related field Required, or completion of HR Management certification program;
- Five (5) years of progressively responsible work experience related to the management of human resources including but not limited to, recruitment and selection activities, benefit program administration and supervisory experience; or
- An equivalent combination of education and experience.

### **OTHER REQUIREMENTS**

- Must have a current and valid Utah Driver License; and
- Must be able to successfully pass a criminal background investigation.

### **SKILLS/ABILITIES**

- Considerable knowledge of human resources management theory, methods, and practices including the legal environment related to human resource management; benefit, retirement, and compensation laws and guidelines; employee classification, compensation and benefits, recruitment, selection, training; departmental operations including applicable laws and regulations; principles of supervision, including evaluation and motivation; federal and state laws as they apply to human resource management practices; benefit costing procedures; training methods; basic computer operation;
- Working knowledge of budget development, practices and procedures; risk management and safety practices;
- Demonstrates exceptional leadership and interpersonal relations with tact and professionalism;
- Lead, manage, collaborate, and evaluate HR staff;
- Ability to exercise independent judgment, diplomacy, cooperative problem solving, and sensitivity in emergency or volatile situations;
- Ability to remain calm and logical in fast paced situations to make appropriate decisions and take action; and
- Ability to establish and maintain effective working relationships with employees, County Officials, and representative agencies.
- Ability to manage and impart information to others when necessary.
- Skill in examining operations and procedures, formulating policy, and developing and implementing new strategies and procedures for process improvement.
- Relies on extensive experience and judgment to plan and accomplish goals.
- Ensures that the County has access to helpful, relevant information and reports.
- Conducts department functions in accordance with established principles, standards, and legal requirements.

### **PERFORMANCE MEASUREMENTS**

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

## LANGUAGE SKILLS

- Ability to read, analyze, and interpret strategic, management and industry publications, reports, and legal documents.
- Ability to respond to appeals from regulatory agencies, or members of the County and its citizens when required.
- Ability to write and prepare written material in a variety of formats for legal and management purposes.
- Ability to effectively present information to County Commission, Elected Officials, public groups and/or others as deemed appropriate.

## REASONING ABILITY

- Ability to interpret and carry out complex instructions and assignments.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of complex non-standardized technical and managerial information with several abstract and concrete variables.

## PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Work includes operation of a motor vehicle.

## HAZARDS

- There are no significant harmful hazards that are present for this position.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

## ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.