



## **Human Resources Director (1020)**

**FLSA Status:** Exempt

**Pay Grade:** 29

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to oversee and direct all aspects of human resources management for the County, including recruitment and selection, retention and engagement, compensation and benefits, employee relations, employee development, compliance, and payroll.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Supervises regular and temporary professional and administrative staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Directs the employee relations program for the County in order to protect and enhance employer/employee relationships and positively impact employee morale and employee relations: oversees conflict resolution training and interventions; completes workplace investigations in coordination with senior leadership and legal counsel; oversees the planning and delivery of management compliance training; and recommends plans and programs to impact employee relations at the County as needed.

Directs the County's performance management program: establishes timeline and process for annual review; collaborates with County Manager/Assistant County Manager on evaluation tool, competencies, and scoring strategies; creates and delivers performance evaluation training to supervisors; and receives, reviews and approves completed evaluations for compliance and appropriate verbiage.

Manages performance intervention at a county-wide level: reviews, recommends and/or approves employee coaching, performance improvement plans, discipline, and terminations; collaborates with and offers guidance to supervisors about employee performance issues; drafts or reviews and edits disciplinary actions and other employee communications about performance; instructs supervisors on procedural due process requirements to ensure terminations or other adverse actions are handled in accordance with policy and precedent; and participates in employee disciplinary meetings to witness the discussion, answer employee questions, and help explain the impact of policy violations or performance issues

Leads the process of responding to unemployment insurance claims from separated employees: responds to Department of Labor requests for information; and guides supervisor on unemployment appeals hearings.

Oversees the County's conflict resolution practice for compliance and employee relations purposes: meets with employees who have workplace concerns and offers solutions for resolution; receives and moderates employee grievances and disputes; and acts to ensure fair, equal and non-discriminatory treatment of all employees.

Oversees and completes workplace investigations: investigates employee concerns or reports of harassment, discrimination, unfair treatment; investigates or participates in investigations of employee misconduct; documents findings of investigations; and recommends and/or approves actions to be taken in response to investigation findings.

Plans, organizes and directs the employee recognition program and activities: strategizes, plans and conducts multiple events including recognition ceremonies, celebrations and awards; plans and oversees numerous annual events such as employee dinners, holiday parties and picnics; orchestrates ad-hoc recognition events throughout the year; and plans and oversees periodic "fun" events for County employees.

Directs the County's employee development program: identifies department-specific and county-wide training needs related to safety, liability and/or workplace civility; locates and secures training resources; and designs, creates and delivers training content as needed.

Directs the County's recruitment and selection program: discusses job openings with supervisors to understand requirements; assists with job advertisements, applicant questions about openings, and job interviews; assists managers and supervisors with the hiring process to ensure compliance with legal and policy requirements, testing, and background investigations; ensures vacancies are filled at appropriate pay rates within the existing compensation structure; rescinds job offers, when necessary, based on the findings of the background investigations in compliance with legal restrictions; and guides staff with regard to handling, distribution, processing and storage of employment applications, background investigations, and related materials.

Manages the employee onboarding program: develops and oversees new hire orientation process; creates employee acknowledgements and informational materials; and assists managers with the smooth transition of employees into their new roles.

Directs the County's classification and compensation program: ensures updating of job descriptions for new and existing positions; notifies department heads of updates and compensation for employees in their departments; and collaborates with department heads planning departmental restructures with respect to job documentation and appropriate classification and compensation.

Manages the County's risk management and workers' compensation programs: coordinates safety and liability training with insurance provider; identifies needs and coordinates and/or delivers training for workplace harassment, defensive driving, and other related topics; administers and oversees the handling of all workers' compensation cases including reporting employee injuries, communicating with insurance provider about employee injuries and treatment, and collaborating with supervisors on return-to-work after injury; participates in professional HR and Risk Management associations and collaborates with others organizations and insurers to stay abreast of best practices, changing regulatory environments, and trends.

Oversees the administration of the County's drug and alcohol testing program: responds to testing compliance or procedural questions; guides supervisors on the appropriateness, defensibility, and procedures of reasonable suspicion testing and on the handling of positive test results; and ensures procedural and legal compliance.

Manages employee FMLA process: meets with employees to discuss need for leave and explain process; prepares and processes all necessary paperwork, after receipt of appropriate documentation; determines whether leave qualifies for FMLA protection; provides guidance to supervisor; and maintains related documentation.

Ensures human resources compliance with multiple state and federal laws and regulations with respect to employment and employment-related functions: identifies areas of concern; provides guidance to supervisors; researches specific questions or issues; ensures policies and practices are compliant; monitors legislation and other pending regulatory changes; ensures procedural and legal compliance of all programs and activities with respect to FLSA, ADA, FMLA, USERRA, HIPAA, Title VII, and other relevant requirements; and updates policies as necessary to remain compliant.

Directs the County's benefits program and administers payroll policies and processes: monitors legislation and other regulatory developments that impact the administration of payroll and employee benefits plans; directs and oversees the introduction of any process changes needed to comply with new regulations; introduces, promotes, and answers employee questions about new benefits and changes to existing benefits; oversees the implementation of benefits changes in payroll and benefits administration processes; interprets benefits plan documents; answers employee questions and interprets issues regarding provision of County leave time; interacts with third-party-administrator, broker, and other benefits representatives to resolve issues; monitors financial impacts of benefit plan changes; plans for open enrollment activities for benefits program; prepares employee communications about benefits options; and researches, reviews and recommends new employee benefits programs and/or changes to existing benefits.

Oversees the payroll processing function: provides interpretation and guidance for addressing unusual situations; answers employee questions and interprets issues regarding County leave policies; makes recommendations for payroll process changes; collaborates with other County staff regarding process change planning; and oversees implementation of changes.

Directs the County's personnel policies program: interprets and applies personnel policies to ensure compliance with both policy and precedent; provides guidance to employees seeking to clarify provisions with the personnel policies; provides direction and advice to supervisors with the application of policy or disciplinary action in accordance with policy; provides policy revisions and drafts; recommends revisions to policy; and maintains knowledge of trends, legal developments, and best practices with regard to employment policies.

Oversees maintenance, storage and legal compliance in regards to release of all records related to hiring, employment, termination, retirement, payroll and benefits.

Performs other related duties as required.

### **Minimum Qualifications**

Bachelor Degree in Human Resources, Public Administration or a related field required; supplemented by ten years of experience in managing and administrating Human Resources; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license.

## **Performance Aptitudes**

**Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

**Human Interaction:** Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships; involves responsibility for consideration and analysis of complex organizational problems of major conceptual functions.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

## **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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