

WORKING TITLE: HUMAN RESOURCES DIRECTOR	CLASSIFICATION: HUMAN RESOURCES DIRECTOR
DEPARTMENT: ADMINISTRATION	DIVISION: HUMAN RESOURCES
PAY RANGE: NBYCM 29	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: JULY 2021

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs advanced technical and professional level management support functions in the daily administration of human resources and risk management services. Directs and executes the County's human resources programs and provides personnel services to county employees, including but not limited to recruitment and selection, promotions, transfers, contract negotiation and administration, affirmative action/EEO compliance, job classification, performance evaluation, and employee relations in accordance with quality management principles and overall objectives of the organization. Conducts studies on complex management issues and prepares relevant reports. Provides consultation, direction, and support to management. Provides advice and guidance on personnel matters to supervisors and employees. Assists in enforcing personnel rules and regulations and ensures compliance with Federal and State employment and labor laws. Serves as a link between the county's management and its employees.

SUPERVISION RECEIVED:

Works under general supervision of the Business Services Director and County Administrator with considerable independent judgement.

SUPERVISION EXERCISED:

Supervises HR Analysts, Specialists, Assistants, and clerical support employees within Human Resources.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- **Human Resources Development**
 - Develops HR goals, objectives, procedures, and systems in support of organization effectiveness and efficiency.
 - Reviews and makes recommendations to County Administrator's office for improvement of organization's policies, procedures, and practices on personnel matters.
 - Works in conjunction with the Business Services Director and County Administrator to develop Human Resource policies and procedures.

Human Resources Director

- **Training and Development**
 - Supervises and coordinates the employee Human Resources on-boarding process.
 - Tracks and maintains employee orientation and HR-related training records.
 - Recommends, evaluates, and participates in staff development as required or directed.
 - Organizes and facilitates special programs and training of County employees including, but not limited to, the employee recognition program, sexual harassment prevention, blood borne pathogens, and supervisory training.

- **Employment**
 - Ensures ethical and legal recruitment policies/practices.
 - Oversees recruitment process, testing, and selection of County personnel.
 - Reviews and approves or recommends action regarding new appointments, promotions/demotions, disciplinary action, and other employee status changes.
 - Maintains personnel records in compliance with applicable legal requirements.

- **Human Resource Information Systems**
 - Generates scheduled or requested reports using the human resources information database.
 - Periodically audits the database to ensure accuracy of information.
 - Oversees that maintenance of employee records such as benefit and personal information changes, employment verifications, and leave tracking.

- **Benefits and Leaves Administration**
 - Oversees and supervises the County's Leave and Benefits Manager.
 - Ensures County's leave programs are consistent with policies, labor contracts, and comply with state and federal laws
 - Administers and coordinates benefit programs including group health, life, workers' compensation, unemployment, and retirement plans; ensures efficiency and effectiveness of the program.
 - Participates on the County Benefits Committee.
 - Directs annual County benefits fair and flu clinic.
 - Coordinates open enrollment.
 - Oversees enrollments, changes, and terminations of participants in all benefit plans and programs.
 - Conducts benefit training and orientations and other benefit activities as needed.

- **Employee Relations**
 - Assists County officials in conducting labor negotiations.
 - Advises on and administers the County's YCEA, FOPPO, Teamsters, and Yamhill County Deputy District Attorney collective bargaining contacts.
 - Counsels and advises County officials, managers, supervisors and employees concerning personnel policies, procedures and applicable employment laws.
 - Assists with/or conducts investigations into complaints and possible violations of personnel policies.
 - Apprises the County Administrator's office and County Counsel of any matter involving potential liability to the County and all personnel matters involving discipline and/or potential discipline.

- **Compensation/Classification**
 - Assists with acquiring and providing data for salary/compensation surveys as necessary and/or required.
 - Conducts classification analysis of positions.

- **Organization Development**
 - Makes recommendation to the County Administrator's office for system or process improvements.
 - Participates in committees and panels, as required, to provide HR support and provide service to employees.

- **Risk Management**
 - Oversees and supervises the County's Risk Manager
 - Consults with legal counsel as appropriate, and/or as directed by the County Administrator on personnel matters.
 - Oversees the County's employee background check and employment eligibility and verifications processes.
 - Ensures accurate, timely filing of relevant state and federal compliance reports.
 - Assists with tracking of relevant safety and health programs.
 - Appropriately responds to employee-related inquiries from external agencies.
 - Ensures that employees are appropriately trained in areas of employment conduct and expected ethical and legal behavior.

Assumes other related duties as are necessary and/or assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Principles and practices of personnel administration.
- Principles and methods of recruitment, classification, compensation, and training.
- Public administration and general county government operation.
- Confidentiality rules specific to the HR function.
- Principles and practices of fact-finding and investigative procedures.
- Industry trends and employment legislation to ensure County compliance.
- Worker's compensation laws, liability, and property insurance.
- Automated human resources systems.

SKILL IN:

- Basic financial management and accounting.
- Developing and maintaining professional relationships.
- Communicating effectively, both orally and in writing.
- Reading and interpreting documents, writing reports, and speaking effectively to individuals and groups.
- Interpreting data, e.g., charts, graphs, ratios, and percentages.
- Working in a fast-paced environment, being flexible, and adapting to changes.

Human Resources Director

- Supervising through planning and assigning work and reviewing work performance.
- Directing workflow; leading, and supporting staff to work effectively and efficiently.
- Consulting and coaching.

ABILITY TO:

- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents related to human resources and organizational functions.
- Communicate effectively orally and in writing, and to direct the work of subordinates.
- Respond to general & specific questions regarding employee benefits, employment law, administrative policies and collective labor agreements.
- Display high degree of judgment, discretion, and confidentiality.
- Effectively interact with persons in difficult and stressful situations.
- Maintain cooperative professional relationships with customers, peers, supervisors, managers, and the community in general, while projecting a professional image through in-person, virtual, and telephone interactions.
- Perform administrative tasks via electronic systems.
- Operate in the Microsoft Windows environment inclusive of using Word, Excel, Outlook and Publisher.
- Collect data and create documents to support data findings.
- Manage multiple priorities and work accurately and independently in a fast-paced environment with limited supervision.
- Handle variations in workload and subject matter.
- Operate and succeed within a team.
- Attain and maintain designation as an Authorized Designee (AD) for the purpose of conducting criminal records checks of prospective and current employees.
- Apply management principles of organizing, directing, and decision making.
- Complete tasks in a timely manner.
- Model appropriate, positive behaviors.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Five (5) years of progressive Human Resources/Personnel program administration experience, including three (3) years of supervisory experience or in a senior leadership role; AND bachelor's degree in human resources or organizational management, business, or public administration with emphasis on human resources management or equivalent; OR any satisfactory combination of work, education, training, or experience relevant to the position, as determined by Yamhill County. Public sector experience and PHR/SPHR/SHRM certification are preferred.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Successful completion of related background check(s) including qualifying as an Authorized Designee for the purpose of conducting criminal records checks of employees.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.