

Human Resources Director

Class Code:
029

Bargaining Unit: APPOINTED DIRECTORS

LINCOLN COUNTY
Revision Date: Jan 1, 2020

SALARY RANGE

\$8,143.00 - \$8,647.00 Monthly
\$97,716.00 - \$103,764.00 Annually

POSITION SUMMARY:

Your job in the department is to . . .

Manage the following activities: Personnel, employee benefits administration, recruitment, retention, employee relations, compensation and classification system, Workers' Compensation, employee Wellness program and general internal training.

Your job also involves . . .

Providing guidance to elected officials, department directors, managers, supervisors, and employees for those topics.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

JOB FUNCTIONS

Direct complex Human Resource programs in accordance with established rules, policies, and procedures:

- Assist appointing authorities in processing personnel actions such as appointments, transfers, reclassifications, pay adjustments, status changes, supervision, leaves-of-absence, discipline, reinstatements/re-employment and promotions. Ensures that all personnel transactions comply with equal employment opportunity regulations.
- Supervise the maintenance of personnel records and files for all county employees in which appointments, promotions, demotions, transfers, reinstatements, resignations, suspensions, leaves of absence, removals and discharges are recorded, indicating date of beginning, change or termination of service and nature of duties.

- Assist county counsel and the benefits committee with selection and implementation of benefit, wellness, and compensation programs.
- Staff the compensation board and provides information to the citizen board who evaluates and makes recommendations for compensation and benefits for Elected Officials.
- Work with county counsel's office on ADA accommodation and access requests.
- Process and advise management on extended medical and non-medical leave requests, and other multi-issue disability, leave, or injury situations.
- Administer the county's FMLA/OFLA leave policies.
- Facilitate employee and management development classes.

Interpret and ensure compliance of Personnel rules, policies and procedures and collective bargaining agreements to supervisory officials and county employees:

- Assist department heads and elected officials in administration of personnel programs, and recommends new and revised policies, procedures and regulations.
- Administer the county employee relations program; participates in negotiating and approving tentative collective bargaining agreements. Represent the county in labor relations matters with employee representative and State agencies. Administer and interpret collective bargaining agreement provisions.
- Investigate and prepare written reports of complaints.
- Under the direction of county counsel and the BOC, investigates civil rights complaints.
- Consult with employees and management on performance management.
- Meet with employees and management to communicate and implement decisions.
- Promote an organizational standard that calls for high standards of performance, values diversity, and aligns employees with the county mission, vision, core values, and business plan.

Analyze HR statistical data; provides trend reporting and recommendations to management on a regular basis:

- Provide regular written and oral reports to management on non-statistical data trends; develops and implements recommendations.
- Conduct data collection surveys in maintaining the county compensation and employment benefit plans; presents data and makes appropriate recommendations to Board of Commissioners.
- Conduct job classification studies of county positions, prepares class specifications for new job categories. Makes recommendations to Board of Commissioners for classification changes.
- Prepare and maintain organization charts and various activity and statistical reports; responds to HR practice surveys from other agencies.
- Prepare the Human Resources budget.
- Research and analyze laws, rules, and precedents related to resolve personnel and benefits related issues.

Confer with appointing authorities regarding the recruitment of job applicants:

- Conduct appropriate recruitment activities including advertising, interviews, background investigations, and job offers.
- Advise employees on promotion and transfer possibilities and aids in self-improvement; assists in providing employment and benefit orientation to new employees; participates in the preparation and maintenance of personnel records.

TYPICAL QUALIFICATIONS:

MINIMUM QUALIFICATIONS

Indicate the **MINIMUM** educational level required and the number of years of relevant experience required to perform the duties of the position.

Minimum Education Level

3 - Bachelors (if specific fields, list below)

Specifics: Human Resource Management, business administration, or a related field.

Minimum Experience Level

Six years plus (if in specific skills/fields, list below)

Specifics: 8 years' experience in HR and benefit management which includes policy development and administration, employee benefits, labor relations and grievance arbitration.

Substitution Note: Any satisfactory equivalent combination of experience and training as determined by the Board of Commissioners.

Certifications

Certification(s) required (list specifics below)

Specifics: Society of Human Resource Management (SHRM) certification.

Driver's License

Oregon Driver's License required

Other Licenses

None required

Desirable Qualifications: Master's degree preferred.

KNOWLEDGE, SKILLS AND/OR ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The required knowledge, skills and/or abilities are listed below:

Knowledge of:

- Principles and practices of public personnel administration systems and procedures with reference to classification, compensation, equal employment opportunity and employment relations.
- Different kinds of public service occupations and of their qualifications; collective bargaining laws, practices and procedures as they relate to county government.
- Sociology, psychology and statistics as relating to personnel and benefits uses.

Skill or ability to:

- Negotiating collective bargaining agreements.
- Analyzing position for classification, recruiting, training and organizational studies.
- Resolving difficult cases of classification, compensation, employee discipline and grievances.
- Building successful collaborations and partnerships.
- Convey information, ideas, and facts both orally and in writing to supervisors, colleagues, and individuals, inside and outside the County, using language and a format the audience will best understand.

- Utilize computers and other technology to communicate in written and verbal forms (e.g., word processing, texts, emails, spreadsheets, department-specific software).
- Effectively relate well with others, including supervisors, colleagues, and individuals inside and outside the County. Exhibit a professional manner in dealing with others and working to maintain constructive working relationships.
- Take personal responsibility for the quality and timeliness of work. Show up to work on time, and follows instructions, policies, and procedures. Meet productivity standards, deadlines, and work schedules.

SUPERVISORY RESPONSIBILITY:

5 - General administration of a large unit where the nature of the managerial work involves providing general direction for other supervisory personnel. Substantial responsibility for budgeting, purchasing, regulatory compliance, staffing, and discipline.

JOB CONDITIONS AND PHYSICAL DEMANDS:

WORKING CONDITIONS

Job Conditions: Normal office environment.

Work Location: Lincoln County

Travel: Occasionally will be required to travel out of the local area for various meetings, conferences, and trainings. Personal vehicle required.

PHYSICAL DEMANDS

Physical capability to handle high mobility demands and complex personal interactions.

- **Physical Ability:** Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).
- **Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks require the ability to perceive and discriminate sounds.
- **Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents. Some tasks may be performed with exposure to violence, disease, or pathogenic substances.

REASONABLE ACCOMMODATIONS

Lincoln County is committed to providing reasonable accommodations as required by the Americans with Disabilities Act (ADA). This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and essential functions expected of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.