



GUNNISON COUNTY, COLORADO POSITION DESCRIPTION

POSITION TITLE: Human Resources Director
DEPARTMENT: Administration / Human Resources
FLSA STATUS: Exempt
CONTENT CHANGES: August 13, 2021
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GENERAL PURPOSE

The Human Resource Director manages and coordinates the administration, and evaluation of the human resource function, programs, and personnel. Develops, implements and administers human resources strategy, policies and procedures. Advises County managers and staff on employee relations issues, regulatory and policy compliance, and organizational development.

SUPERVISION RECEIVED

- This position works under the general supervision of the Chief Financial Officer providing work assignment by defining general objectives, timelines, and resources. Difficult, unclear, ambiguous or new issues are referred to the supervisor for assistance and evaluation.

SUPERVISION EXERCISED

- This position manages all employees of the program and is responsible for the performance management and hiring of the employees within that program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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.
- Develops and manages recruitment, onboarding, and termination activities for all County personnel Ensures compliance with applicable laws and policies. Oversees training of and advises managers on appropriate methods and techniques.
- Supervises HR division staff including conducting performance management, work assignment and review, disciplinary processes.
- Creates partnerships with departments becoming a strategic partner to County-wide planning & operations.
- Works with Finance to ensure payroll function is operating correctly and payroll liabilities are accounted for.
- Conducts employee relations counseling and activities with managers and employees ensuring outcomes and actions consistent with policy and regulations. Ensures performance evaluation activities are appropriate and in compliance. Conducts and oversees employment investigations working with consultants and legal counsel and advising County management on outcomes and options. Serves as an advisor to (or as part of) the County's executive management team and attends meetings. Provides professional advice regarding organizational strategy, development and design.
- Manages and administers the County's personnel records system; creates and implements personnel action forms and processes. . Reviews and ensures compliance of data and forms with appropriate deadlines, budget authority, personnel policies records retention plans.

- Researches, recommends and evaluates division vendors and services; administers contracts and monitors and approves expenses.
- Manages the County's Worker's Compensation processes, documentation and claims.
- Develops, implements, administers and evaluates various human resources programs, plans and policies.
- Plans, organizes and controls all activities of the division. Recommends the development of department goals, objectives and systems. Establishes and maintains department records, personnel records and reports. Oversees the research, collection and evaluation of HR data.
- Recommends and administers human resources budget.
- Manages and maintains the County's classification and compensation program; ensures accurate job descriptions and internal equity; conducts annual salary surveys and develops and administers merit pool (salary budget); analyzes compensation impact; monitors the performance evaluation program and revises as necessary.
- Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures ensuring compliance with best practices and regulations.
- Manages benefits administration to include program design recommendations, claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness, information activities program and cash flow. Reviews benefits provider services and makes recommendation for updates. Manages the annual Open Enrollment process and documentation.
- Develops, maintains, and ensures compliance of the affirmative action program; files EEO-1 annually; maintains other records, reports and logs to conform to EEO regulations.
- Evaluates reports, decisions and results of department in relation to established goals. Recommends and implements new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Develops employee training programs; recommends, designs and presents training; and evaluates outcomes.
- Analyzes potential impacts of proposed legislation that may impact Human Resources funded programs. Develop recommendations for the County's response to proposed legislation or implement program modifications as a result of newly enacted program requirements. Ensures HR programs are in compliance with laws and regulations.
- Manages all health insurance contracts and operations while developing and implementing a wellness program.
- Accomplishes special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.
- Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Performs other incidental and related duties as required and assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and experience:

- Minimum: A bachelor's degree and five years of professional level human resource experience. Lead work or supervisory experience is preferred. Any equivalent combination of related education and experience may be substituted for one year of experience.
- Preferred: A master's degree in human resource management and four years' experience in the HR field.
- Preferred: SHRM Senior Certified Professional (SHRM-SCP) certification.

Necessary knowledge, skills and abilities:

- Human Resources Capacity.
- Ethical Conduct.
- Strategic Thinking.
- Leadership.
- Decision Making.
- Financial Management.

TOOLS AND EQUIPMENT USED

- Multi-line central telephone and voice mail system.
- Personal computer including Microsoft Office software.
- Printer.
- Copier.
- Postage machine.
- Fax machine.
- Automobile.

SPECIAL REQUIREMENTS

- Must possess a valid Colorado driver's license.
- Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

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.
- While performing the duties of this job, the employee is frequently required to sit for more than two-thirds of any given workday, speak and hear clearly, reach with hands and arms, and use hands to finger, handle, feel or operate objects, tools or controls. The employee must occasionally lift, carry push, or pull burdens up to 30 pounds.
- Physical demands include those that may add stress to the hands, wrists, forearms, eyes and back associated with ongoing computer work.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee must be able to drive a motor vehicle and may be minimally exposed to inclement weather and temperatures.

COGNITIVE DEMANDS

- Requires the ability to listen to, read, understand and communicate the English language so that others are able to understand. This must be done both orally and in writing, at the level appropriate for the position held.
- Requires the ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Requires the ability to remember directions and processes for all essential duties; requires remembering facts; requires remembering the gist of past conversations, situations and events.
- Requires focus for long periods of time; concentration on details and thoroughness in completing work tasks; filtering out distractions, ignoring irrelevant information.
- Requires the ability to apply general rules to specific situations to produce results that make sense.
- Requires the ability to tell when something is wrong or is likely to go wrong. Requires the ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Requires the ability to reflect on strategy, plan, adopt an approach, and change direction if not working.
- Requires the ability to choose the right mathematical methods or formulas to solve a problem.
- Requires understanding the implications of new information for both current and future problem-solving and decision-making. Requires selecting and using training/instruction appropriate for the situation.
- Requires employee to manage his/her own time and the time of others effectively so that tasks get done in an efficient manner and deadlines are met.
- Requires being dependable, willing to take on responsibilities and challenges, exerting maximum effort toward completing essential duties, persistent in problem solving, adaptable to change (positive or negative), honesty, and being pleasant to others.
- Requires being aware of others' reactions and understanding why they react as they do.
- Requires assessing the performance of yourself, other individuals, and/or the organization to make improvements or take corrective action.

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 noise level in the work environment ranges from quiet to noisy.

SELECTION GUIDELINES

- Formal application, rating of education and experience, oral interview and reference check. Job-related testing may be required.
- The duties listed above are intended to be illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**ACKNOWLEDGEMENT OF RECEIPT
PLEASE SIGN AND RETURN TO THE HUMAN RESOURCES OFFICE**

I _____ acknowledge that I have received a copy of the current job description for the position of Human Resources Director with Gunnison County. I understand the job description does not constitute an employment agreement between Gunnison County and myself and is subject to change by the County in its sole discretion.

Signature

Date