



**TILLAMOOK COUNTY**  
201 Laurel Avenue  
Tillamook, Oregon 97141  
(503) 842-3418

## **JOB CLASSIFICATION DESCRIPTION**

---

Job Title:	Human Resources Director	Union:	Non-Union
Department:	Human Resources	WC Code:	8810
Reports To:	County Board of Commissioners	Approved Date:	06/16/2020
FLSA Status:	Exempt	Approved By:	Naomi Roundtree
Pay Grade:	ES09		

### **SUMMARY:**

Serves as the department head of the Human Resources department and performs strategic and operational duties in planning, organizing, directing, and evaluating county-wide programs in areas of employee recruitment, benefits, position classification/compensation, performance management, collective bargaining and labor relations, workers' compensation, personnel management, policy development and interpretation, and record keeping. The Director also serves as a staff advisor to the Board of Commissioners and other elected officials and department heads.

### **DUTIES/RESPONSIBILITIES:**

*(Duties assigned to this position are not all inclusive. Additional duties may be assigned.)*

Develops human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.

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.

Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications.

Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.

Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.

Establish, revise, and interpret department policies and procedures. Monitor and evaluate the progress of the Department toward meeting goals and adjustment objectives, work plans, schedules, and resource commitments. Develop the department budget and monitor fiscal expenditures.

Advise Board of Commissioners on legal requirements and/or needed changes in county's human resources program. Assure compliance with negotiated labor contracts. Serve as the county representative in grievance procedure and arbitration cases.

Represent the department at meetings, seminars, professional conferences, advisory groups, etc. Work collaboratively with other departments, cities, special districts, and other entities whose responsibilities overlap or relate to the department.

Recommend and maintain an equitable compensation system. Conduct studies on internal and external salary relationships. Analyze salary and benefit data and recommend salary level. Recommend appropriate adjustments.

Administer benefit programs, including medical, flexible benefit, and retirement. Review and recommend plan document changes or program changes. Oversee new employee benefit orientation and counsel employees on benefits. Advise the Board on the county's fiduciary responsibility of the Retirement Trust. Monitor adherence to the investment policy. Ensure legal requirements are met per ERISA and OR PERS administrative rules.

Develop, implement, oversee, and participate in employee recruitment and selection process. Participate in selection, training, evaluation, promotion, discipline, and termination of staff. Supervise and coordinate activities of department staff. Develop and implement training programs.

Develop, implement, and administer safety program. Coordinate safety committees, accident prevention and safety inspection and return-to-work programs. Respond to questions from insurance carrier, department heads, employees, and injured workers regarding workers' compensation.

Oversee department record keeping and personnel records. Conduct surveys and perform re-search to prepare special reports and studies related to personnel activities and functions.

Manage and coordinate labor relations activities for the County. Represent the County in collective bargaining. Work proactively with county supervisors and bargaining unit representatives to manage personnel matters and Collective Bargaining Agreement compliance. Facilitate and track grievance activity.

Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

**Knowledge:** Extensive knowledge of the theories, principles, and practices of human resources management. Extensive knowledge of the laws and guidelines governing fair employment practices, benefit administration, collective bargaining and labor relations, safety, workers' compensation, and civil rights. Considerable knowledge of the principles and practices of position classification and compensation, human resources software applications, techniques required to conduct jobs studies, public organizational structures, functions, and operations, and fiscal management.

**Skills:** Experience supervising and directing the work of department staff to attain high quality work in an efficient manner, and interpreting policies, rules, and procedures while considering circumstances. Skill in modifying and establishing new policies and procedures as necessary and utilizing problem identification and resolution techniques. Skill in adjusting priority changes, performing research, compiling, and analyzing internal and/or external data, and making recommendations. Committed to excellent customer service. Able to remain calm and use good judgment during confrontational or high-pressure situations. Able to maintain confidentiality and professionalism at all times.

**Abilities:** Ability to work independently, manage time efficiently, and manage the work of a department to achieve goals and objectives. Ability to use initiative and judgment in completing tasks and responsibilities. Communicates effectively in oral and written forms. Ability to meet and deal professionally, courteously, and effectively with county employees, federal, state, and city

representatives, legal counsel, contractors, vendors, advisory boards, community groups, and the public. Ability to lead the department in systems changes.

**REQUIRED EDUCATION/EXPERIENCE:**

Bachelor's degree with major course work in human resources management, labor relations, or a related field and ten years of progressively responsible professional human resources experience that demonstrates competency in operational and strategic human resources management including policy development/administration, employee benefits, labor relations, and grievance arbitration is required. Five years of experience must include management and/or supervisory experience. A master's degree in human resource management is preferred. SHRM-CP or SHRM-SCP required.

At time of appointment, must possess a valid Oregon driver's license, or be able to attain one within 6 months of hire, and maintain an acceptable driving record.

Must pass a pre-employment criminal history background investigation.

**SUPERVISORY RESPONSIBILITIES:**

Position has supervisory responsibilities for the Human Resources team members. Work is performed under the direction of the Board of Commissioners. The employee is expected to use judgment in interpreting, applying, and establishing policies and guidelines and recognizing issues that require higher-level review. The employee receives broad guidance on department goals and objectives and is expected to resolve organizational and technical problems independently. Work is reviewed periodically to ensure soundness of decisions and actions and achievement of organizational goals.

Guidelines are numerous and can require considerable interpretation and discretion in their application. The employee must make interpretations based on the particular circumstances at hand and the potential for significant public reaction.

**PHYSICAL DEMANDS/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 work is performed in an office environment; work is generally sedentary; however, this position will require vision, hearing voice conversations, and keyboarding. Prolonged sitting or standing may be required in addition to bending, reaching, kneeling, pushing, pulling, stooping, lifting, and carrying up to 30 pounds, walking.