

MORGAN COUNTY POSITION DESCRIPTION

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| TITLE <u>Human Resources Director</u> | GRADE <u>5</u> |
| DEPARTMENT <u>Administration</u> | DIVISION <u>Management</u> |
| EXEMPT/NON-EXEMPT <u>Exempt</u> | REVISED <u>July 2018</u> |

GENERAL STATEMENT OF DUTIES:

Directly responsible for the overall administration, coordination and evaluation of the human resources functions. Responsible for a wide variety of duties in planning, directing, and managing Morgan County's human resources and risk management functions.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Board of County Commissioners.

ESSENTIAL JOB FUNCTIONS:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of the job at any time.

- ◆ Annually reviews and makes recommendations to the Board of County Commissioners for improvement to policies, procedures and practices related to personnel matters and safety.
- ◆ Maintains knowledge of government statutes and employment legislation and ensures county compliance. Communicates statutes and legislation to Board of County Commissioners, Department Heads, Elected Officials and Employees.
- ◆ Maintains responsibility for county compliance with federal and state regulations pertaining to all personnel matters.
- ◆ Administer employee benefits programs including health, life, dental, vision, and other benefits.
- ◆ Performs new employee orientation and conducts exit interviews with departing employees.
- ◆ Oversees recruitment, interview, selection and hiring processes. Performs recruitment and selection activities such as advertising, screening, and background checks.
- ◆ Analyzes various salary surveys and recommends adjustments to the salary schedule. Assists in preparation and administration of Morgan County's wage and salary program.
- ◆ Disseminates information concerning policies to directors, department heads, employees, and elected officials as needed.

- ◆ Administers the property/casualty/liability/workers compensation insurance programs, including processing claims, analyzing claims, and reviewing historical information on claims
- ◆ Serves as a consultant with other managers advising them on human resource issues, such as equal employment opportunity and work environment.
- ◆ Handle staffing issues, such as mediating disputes and directing disciplinary procedures
- ◆ Establishes and maintains all personnel files.
- ◆ Prepares the department budget; evaluates expenditures, monitors all expenses related to Human Resources, including but not limited to all pre-employment requirements.
- ◆ Consults with legal counsel as appropriate, or as directed by the Board of County Commissioners.
- ◆ Recommends and participates in staff development and training.
- ◆ Responsible for reviewing and adhering to the County Personnel Policy Manual, Purchasing Policies and all other County policies.
- ◆ Participates on committees and special projects.
- ◆ Oversees performance evaluation system.
- ◆ Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Detailed knowledge of employment laws and other statutes pertaining to human resources issues and employment issues including FLSA, FMLA, ADA, Worker's Compensation and other federal and state employment laws and regulations.
- ◆ Detailed knowledge of principles and practices of public personnel administration.
- ◆ Computer skills in human resources management software.
- ◆ Knowledge of archive requirements.
- ◆ Ability to work on multiple tasks concurrently and maintain confidentiality.
- ◆ Knowledge of employee benefit programs and governmental loss control.
- ◆ Computer literacy in Microsoft Office and HRMS software applications
- ◆ Ability to meet deadlines.

- ◆ Excellent interpersonal skills for closely working with people, including employees, department heads, and other staff.
- ◆ Ability to work some irregular hours, work independently, or work closely with others.

QUALIFICATIONS:

- ◆ Bachelor's degree or equivalent or four to ten years' related experience or training or an equivalent combination of education and experience.
- ◆ Minimum 5 years experience in human resources.
- ◆ Experience in computerized accounting and human resources software..
- ◆ Knowledge of personnel laws and issues.
- ◆ Must complete Emergency Management Institutes NIMS Courses IS-700, IS-100, & IS-200 within 6 months of hire.
- ◆ Human Resources Certification is preferred

WORK ENVIRONMENT:

Work is generally confined to a standard office environment.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- ◆ VISION - Individual must be able to read handwritten or printed material, and read from a computer monitor.
- ◆ HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- ◆ LIFTING - Must be able to lift, carry, push or pull a minimum of 25 pounds.
- ◆ MOBILITY - Individual must be able to sit for extended periods of time. Occasionally* stoops, kneels, balances, reaches, crawls, and crouches while performing manual office duties.
- ◆ DEXTERITY - Frequent* use of eye, hand, and finger coordination enabling the use of automated office machinery.
- ◆ COMMUNICATION - Individual must be able to clearly understand the English language and be understood while speaking the English language.
- ◆ DRIVING - Individual must be able to operate a motor vehicle.

- *Occasionally: Activity exists less than 1/3 of the time.
- *Frequently: Activity exists between 1/3 and 2/3 of the time.
- *Constantly: Activity exists more than 2/3 of the time.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

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| Employee Signature: | Date: |
| Human Resources: | Date: |