



Human Resources Director
Class code: 01103
Employee Group: Management/Confidential
FLSA: Exempt
Salary Band: 18

I. Position Summary

Directs the county's human resources, labor relations, and organizational development programs. Participates in special projects.

II. Supervision Exercised

Acts as a supervisor to various classifications.

III. Examples of Essential Position Duties

- Serves as a resource for departments regarding human resource policies and procedures.
- Manages assigned operations to achieve goals within budgeted funds and available personnel; plans and organizes programs and staff assignments; reviews progress and directs changes in priorities and schedules as needed to assure work is completed in an efficient and timely manner.
- Assures the provision of effective human resource services by performing and supervising personnel functions including labor relations, employment relations, employment law, training, coaching, recruitment, retention, classification, compensation and benefits. Develops and maintains human resources programs. Negotiates and administers labor agreements and resolves grievances.
- Supervises the workers' compensation program and the corresponding budget, unemployment claims, employment claims, employment lawsuits and OSHA issues. Promotes safety procedures and policies to minimize claims.
- Conducts research and develops policy recommendations regarding a variety of County programs and services; develops related strategies and objectives as assigned.
- Collaborates with counsel in the management and administration of human resources and workers' compensation claims.
- Participates in developing short and long-range plans, goals, and objectives for assigned functions and for the County. Assures proper coordination of interdepartmental functions within assigned areas of responsibility.
- Develops and maintains systems and records that provide for proper evaluation, control and documentation of operations.
- Selects, supervises and evaluates staff. Conducts performance evaluations, initiates and implements disciplinary actions as warranted. Trains and motivates employees.
- Participates in special projects; performs studies and surveys, develops recommendations regarding County policy, programs, and services.
- Resolves inquiries, complaints, or problems affecting the availability or quality of assigned services or programs. Responds to sensitive or complex inquiries or complaints.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Thorough knowledge of principles and practices of human resources and personnel administration including recruitment, selection, classification, compensation, and employee and labor relations; federal, state and local laws and ordinances including but not limited to Family Medical Leave Act, Equal Employment Law, ADA, and other employment law and guidelines.
- Knowledge of practices, principles and procedures of labor management, labor negotiations and collective bargaining agreement administration.
- Knowledge of investigative and fact-finding practices, and principles and techniques of supervision.
- Knowledge of claims management.
- Knowledge of modern principles and practices of management and supervision including disciplinary policy development and administration.
- Knowledge of legal requirements, regulations and laws applicable to assigned operations.
- Knowledge of principles and practices of governmental fiscal management, including budget preparation, expenditure control, grant writing, and record keeping.
- Ability to negotiate and administer labor contracts.
- Ability to maintain strict confidentiality in all matters.
- Ability to apply judgment and discretion in resolving problems and interpreting policies and regulations.
- Ability to effectively develop and implement classification, benefit, recruitment, retention, work force planning and compensation programs.
- Ability to plan, organize and oversee assigned work programs and to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Ability to communicate effectively, both orally and in writing and to make effective public presentations to technical, complex, and often controversial information.

V. Minimum Requirements (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

Education and Experience

- Bachelor's degree in public administration, business, or related field; AND seven years of executive, professional level experience in human resources; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Valid Oregon State Driver's License with an acceptable driving record.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Occasionally requires exerting up to 20 pounds of force to move objects. Minimum physical effort is required. Requires driving and travel.

Working Environments

Work is generally performed in an office environment and may include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 7/18