



CLASSIFICATION NO. 085

Established: 1/93

Revised: 12/07

Retitled: 3/17

FLSA: Exempt

EEO: 1

DIRECTOR, DEPARTMENT OF HUMAN RESOURCES

CLASS CHARACTERISTICS

Under policy direction, to plan, organize, direct and manage the Department of Human Resources; to deliver comprehensive human resource, benefits and risk management programs in alignment with the strategic goals of the County; to direct the County's collective bargaining process; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Human Resources provides human resource services to County departments, including labor relations and collective bargaining, personnel ordinance and policy administration, diversity, benefits administration and risk management, employee recruitment and selection, position classification and compensation, human resource information systems, employee training and development and workforce management.

The Director, Department of Human Resources is responsible for the development and implementation of department goals, objectives, policies and priorities in alignment with the County's strategic goals, and directs and advocates for the department's continual improvement in customer service standards. The incumbent directs or serves as the chief negotiator for the County's management bargaining teams. The Director, Department of Human Resources reports to the County Administrator and participates as a member of the County's Executive Management Team to facilitate effective and quality service delivery in all County programs.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Develops and implements new and revised department policies; establishes goals, standards and objectives; identifies opportunities for improving service delivery; oversees the preparation of the divisions' annual program plans; ensures provision of services is in compliance with Federal and State statutes, rules, regulations, County policies and the goals and objectives of the Board of County Commissioners.
2. Directs and negotiates management's position in collective bargaining sessions; advises managers on the proper administration of labor contracts and grievance procedures; responds to grievances on behalf of the County; represents the County's position in labor arbitrations; oversees support of the labor/management Benefits Review Committee; manages the partnership development with the County's eight unions.
3. Provides direction to the County's risk management and safety functions; directs the development of a comprehensive risk and safety program to protect the County's employees and assets; reviews allocation system with Risk Manager for cost coverage for self funded liability and worker's compensation programs; makes recommendations to the Board on litigation settlements; acts as County's spokesperson for human resource topics with court officials, attorney's or outside agencies.

4. Consults with and provides staff support to the County Administrator, elected officials and department directors on human resources, risk management and benefit issues and projects; prepares or reviews and presents staff reports and recommendations.
5. Directs the investigation and resolution of discrimination and other complaints; represents the County in dealings with state and federal agencies and in hearings and litigation on employment matters; provides advice to department directors and elected officials on the most complex employee and labor relations issues.
6. Promotes and coordinates department activities and programs with other County departments; evaluates and responds to complaints from employees, citizens and other government agencies.
7. Hires and directs department management staff to provide quality service to citizens and County staff; prepares performance evaluations; administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
8. Directs the analysis of legislative and administrative actions which affect County employee and labor relations programs, including equal employment opportunity, civil rights and collective bargaining; participates in activities to influence legislation and regulatory change consistent with the County's interest and needs; represents the County with other governmental agencies, businesses, and professional organizations on a variety of human resource issues.
9. Directs the development of annual and supplemental budgets; presents budget proposals to County Administrator; oversees the monitoring of revenues and expenditures.

REQUIRED KNOWLEDGE AND SKILLS

Comprehensive knowledge of: Organization and function of County departments and agencies; Federal, state and local statutes, rules and regulations applicable to labor relations, collective bargaining, employment, diversity, compensation administration, training and development, work force development, benefits administration and risk management; principles and techniques of labor management relations and collective bargaining practices, including labor contract preparation, negotiation and administration; principles and requirements of equal opportunity employment, civil rights discrimination and fair employment practices; participative management theories.

Thorough knowledge of: Principles, methods, techniques and trends of human resource administration; principles and practices of public administration, including budget administration, public funding sources and financing methods, purchasing and the maintenance of public records; Federal, State and local government operating methods and procedures; principles and techniques of group facilitation, mediation, dispute resolution and public relations.

Skill to: Communicate effectively, both orally and in writing; prepare and deliver oral presentations to public and private groups; formulate and implement operational and administrative policies; plan, develop and evaluate funding requirements; prepare and justify budget requests; interpret and apply Federal, State and local statutes, rules and regulations relevant to collective bargaining and labor relations; direct staff in continuous efforts to improve customer service, quality, productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; develop and execute strategic objectives and supporting work plans and make sound recommendation on complex human resources management issues; understand the business needs of multiple customers and balance fulfillment of those needs with considerations of broader organizational, business, legal and community requirements; establish and maintain effective working relationships with outside agencies, elected officials, County management and employees, labor organizations, officials of other governmental agencies, community and business organizations, the media, applicants and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues; represent the County effectively in negotiations and other dealings with labor organizations on a variety of issues; understand,

interpret, and apply Federal, State and local statutes, rules and regulations relevant to Department policies and procedures; train, direct, evaluate and supervise management, professional and technical personnel in multi-disciplinary team activities.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of nine (9) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 11/18