



CLASSIFICATION NO. 714
Established: 7/16
Revised: 12/18
FLSA: Exempt
EEO: 2

HUMAN RESOURCES MANAGER, SENIOR

CLASS CHARACTERISTICS

Under general direction, to evaluate, develop, design, and recommend direction, philosophy and scope of services within a complex human resource division of operations; to plan, organize, manage and evaluate staff, activities and budgets within assigned division; to provide complex advice and counsel to the Human Resources Director, Board of County Commissioners, County Administrator, County management and advisory boards; to coordinate division activities with other HR division of operations/programs, County departments, and outside agencies; to provide advice and counsel to HR staff and management staff seeking human resources assistance; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Human Resources provides human resources services to County departments and employees, including employee recruitment and selection, personnel ordinance and policy administration, position classification and compensation, organizational development, employee training and development, benefits administration, risk management, workers compensation, liability and casualty claims management, human resources information systems, labor and employee relations and collective bargaining.

The Human Resources Manager, Senior has visible influence and impact to the County's business needs, organizational design and workforce. Incumbents research and design the overall strategy, direction, and philosophy for assigned division of operations within the Department of Human Resources and are responsible for the development, administration and maintenance of that division. These subject matter experts operate with significant discretion and latitude to make recommendations and create new programs to meet the County's organization and workforce needs. Incumbents evaluate the effectiveness of the organizational design of the County's workforce, and work on initiatives that address County-wide workforce issues. Decisions are typically guided by resource availability, the County's philosophy and business objectives, and employment laws and regulations as opposed to policies, procedures, and HR department plan.

The Human Resources Manager, Senior differs from the Human Resources Manager which focuses on operations, compliance and service delivery for their assigned division of operations.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Sets and recommends direction and philosophy for assigned HR division of operations whose services and functions influence and impact the County's business needs, organizational design and workforce; ensures philosophy and direction support the County's

overall organizational and workforce priorities, and remain in compliance with employment laws and regulations.

2. Develops and designs at a strategic planning level how county-wide HR functions and services will look within division of operations; utilizes significant level of flexibility and latitude to set strategic design and recommendations to meet the County's overall organization needs; evaluates, determines, configures and recommends structure and scope of services provided within assigned division of operations; sets and makes recommendations to deliver services to the county-wide workforce; researches and operates within best practices for assigned HR functions.
3. In area of expertise, provides ongoing and independent partnership and business consultation to County Administration and HR Director; formulates strategies to address needs, provides recommendations and consults with HR Director; presents outcomes and direction to Executive Management Team.
4. Negotiates and administers various contracts, typically longer termed, for external services such as third party administrators, insurance providers, compensation or legal services, and learning and development vendors/presenters.
5. Oversees, plans, assigns, schedules and directs the activities of assigned division of operations in accordance with HR department's business plan; develops and implements policies, priorities, business practices, and the utilization of resources in order to accomplish goals and objectives mandated by law, county policy, and the priorities determined by HR Director; conducts monitoring, auditing, and reporting of services to ensure compliance with employment laws and regulations, and County policies; evaluates the quality and effectiveness of operations; analyzes trends and gaps, and prepares findings and recommendations to address deficiencies; redistributes available resources to meet changing needs; coordinates activities with other HR divisions, county departments, and outside agencies to ensure compliance with established policies, objectives, priorities and applicable laws, rules and regulations.
6. Develops and manages annual and supplemental budgets, and accounting records for division of operations; analyzes staffing and operational services, and requests department director's approval of adjustments to improve service delivery; designs and recommends cost allocation model for services within division of operations; presents budget proposals to department director; presents division budget and justifications to County Administrator, Board of County Commissioners, and County's Budget Committee; monitors revenues and expenditures for division of operations; may have responsibility for managing budget of self-insured funding sources.
7. Develops, recommends, implements and monitors policies, procedures and guidelines related to assigned HR functions impacting the County, HR Department, or division of operations for conformance with HR department and legal standards; reviews, interprets and clarifies relevant statutes, regulations, collective bargaining agreements and department policies; analyzes legislation and regulations to determine effect on HR program and services; interprets labor contracts to represented employee and department managers; may provide staff support/subject matter expertise regarding assigned division of operations in labor contract negotiations and arbitration..

8. Hires and supervises professional and administrative support staff to provide quality service to citizens and County staff; prepares and conducts performance evaluations; responds to and resolve disputes, grievances, and safety concerns; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
9. Provides direction to staff on complex technical or procedural issues; plans and participates in complex activities within division of operations; provides leadership in facilitation, consensus building and collaboration on a broad range of issues with a variety of stakeholders, including employees, peers, executive management and elected officials.
10. Represents HR department and the County by participating in internal or external committees and task forces; provides expert human resources consultation to County executives, managers, and elected officials; provides or oversees staff support to citizen boards.
11. Serves on department's management team as a principal advisor of the assigned human resources division of operations; provides input and influence regarding department's strategic planning, review and budgeting activities.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of human resources and personnel administration; principles, practices and procedures related to human resources functional area; principles and practices of public administration; participative management theories; operations, services, and activities of human resource information systems; methods of data generation, data collection, and database management; methods and techniques of statistical research and analysis; applicable Federal, State and local human resource and EEO laws and case law, rules, regulations, codes and ordinances related to functional area; principles of public administration, including budgeting and personnel management; principles and techniques of financial reporting and record keeping; County government organization and operations; principles and techniques of supervision.

Skill to: Collect, compile and analyze complex information; analyze and resolve problems; prepare clear and concise reports; communicate effectively, both orally and in writing; prepare and deliver oral presentations before groups of people; investigate, interview and mediate complaints and concerns; effectively recommend compromises and settlements; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate collaborative team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain cooperative working relationships with employees, applicants, union officials and the public; facilitate group process; interpret, explain and apply laws, regulations and policies; integrate data from diverse sources and development and implement innovative and comprehensive solutions; operate computer software and other office equipment.

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 seven (7) 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 may be 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.

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