

WASHINGTON COUNTY
Job Description

JOB TITLE: Human Resources Director

Exempt (Y/N): Yes

DATE REVISED: September 2012

DEPARTMENT: Human Resources

SUPERVISOR: Chief of Staff

SUMMARY:

The Human Resource Director under the general supervision of the Chief of Staff provides consistency in the personnel program, coordinates the personnel functions, provides information on matters pertaining to personnel and human resources, assists and monitors personnel budgets, and provides information and help on personnel matters to officials and employees of Washington County. The incumbent is responsible for the oversight and maintenance of a 29 million dollar payroll and benefits program for approximately 577 Full-Time employees and 981 part-time employees of County offices, as well as the oversight of a 4 million dollar insurance fund.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Meet with Elected Officials, supervisors, consultants, and employees to discuss and explain County policies, employee benefits and other aspects of wage and benefit administration. Frequently interact with public and private agencies, the general public, and the media.
2. Attend meetings, assist in formulation of personnel policies, prepare special reports as requested and implement practices or programs.
3. Advise Elected Officials and Department Heads on merit application process.
4. Supervise, train, and make work assignments for (2) HR Technicians and the HR Office Manager. Manage HR employee training processes in order to develop each employee's specialized knowledge in particular fields, and provide them with the means of training others. Conduct information sessions with employees to monitor progress in assigned tasks.
5. Prepare personnel budget projections for the current and next year.
6. Collect Affirmative Action information and explain processes and make the annual EEO-4 federal reports, act as the Affirmative Action Officer. Develop and implement the Affirmative Action Plan, analyze data, and assist elected officials in identifying recruitment areas to meet annual Goals and Time Tables annually.
7. Prepare special reports, answer miscellaneous government surveys, write letters, and other related duties as needed or requested.
8. Administer the health, life, dental, and workers' compensation insurance programs, monitor enrollment, premium payment, COBRA participation, and provide and obtain information from the providers of the various plans.

9. Coordinate with the salary consultant, insurance consultant, and third party administrators for health, dental, life and worker's compensation insurance. Open enrollment administration for benefits.
10. Track and monitor turnover and other key employment factors. Administer pre-employment assessments and exit interview forms. Report findings to the Personnel Committee.
11. Maintain and monitor position files within the HR/Payroll integrated system, including building all necessary background tables, and entering calculation codes. Ensure changes to positions are in accordance with County ordinances, and that the appropriate committees have reviewed and approved such changes when necessary. Maintain documentation of such position changes.
12. Provide oversight and management direction for Washington County payroll.
13. Monitor, direct and provide support for the County's Job Evaluation and Salary Administration Program, including the preparation of meeting documents, management of ratings within the JESAP software, and website maintenance to the JESAP job descriptions. Maintain files on JESAP rating changes and job descriptions, make sure that changes are made in HR System, Payroll System, and JESAP when position ratings change.
14. Stay current on changes in ADA, FLSA, FMLA, worker's compensation law, insurance issues (HIPPA, COBRA, etc.) and any other legal changes affecting Washington County.
15. Research information pertaining to personnel matters such as wage/hour and EEOC laws and guidelines, completion of forms as required by state and federal agencies, dissemination of information to other officers, and general coordination of personnel matters within departments.
16. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County and other agencies.
17. Provide management of employee flu, Tetanus and Hep. B shots.
18. Review and update employee handbook.
19. Review and update Salary Administration Policies.
20. Serve as the HIPPA Compliance Officer.
21. Implement and maintain necessary HR software, build electronic reporting and query files, and ensure the accuracy of the interface within the HR/ Payroll system. Oversight of Human Resources software currently utilized by the department staff for FMLA, TimeClock, and ID Maker. Recommendation for software improvement and greater efficiency in the handling, processing and storage of employee and departmental data/information. Supervise the

- implementation process of various programs, and serve as departmental trainer on internal software.
22. Design and maintain HR website.
 23. Conduct regular audits of HR Employee performance measures to ensure accuracy. Monitor work procedures, and implement interdepartmental policy as required.
 24. Conduct training sessions with department heads, elected officials, and supervisors on Federal regulations and guidelines. Supervise the training of all employees on Affirmative Action, Workers Compensation, Family and Medical Leave, Sexual Harassment, Diversity, Customer Service, Ethics, Safety, and County Policy.
 25. Maintain the yearly budgets and purchasing records for the office conforming to County and state requirements and review the monthly expenditure records for the office. Authorize departmental purchases.
 26. Monitor financial reports for IMWell Health Clinic, track employee participation and satisfaction, and assist clinic staff in reporting claims and referring services. Advise IMWell staff of any issues or concerns, and make clinic recommendations to Chief of Staff.
 27. Conduct background checks on post offer employment applicants to ensure qualifications for work.
 28. Oversee employee grievance filings and hearings, and ensure that proper procedural measures are adhered to. Manage sexual harassment complaints, and initiate investigation into such reports. Conduct follow up on all complaints, and document measures taken.
 29. Monitor the Washington County insurance fund, and pay invoices from said fund on a weekly basis. Manage incoming reports from the health/dental carrier, and ensure that monies are released timely. Make recommendations for changes to the insurance plan document, and review appeals for coverage. Approve and document reasons for any plan exception.
 30. Perform other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES:

Directly supervises three (3) HR Staff within the department. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree in Human Resources or related field plus a minimum of 6 years experience working in Human Resources; or Master's Degree in Human Resources or related field with 3 years of experience and 6 years of management experience is required. PHR Certification required - and SPHR Certification required within 5 years. Good organizational skills and knowledge of computers are also necessary for this position.

OTHER SKILLS and ABILITIES:

The incumbent must have a thorough knowledge of all matters pertaining to effective and efficient handling of the personnel administration function since the position either influences or creates personnel policy for the County. Human relation skills and problem solving ability are necessary since a large amount of the job is maintaining contact and communicating with County officials, supervisors, and employees to assist and explain personnel policies and procedures. Mishandling of personnel function could cause substantial employee dissatisfaction resulting in absenteeism, turnover, and poor performance. Machine skills include computer, Microsoft Word, Excel, Access, Frontpage, Powerpoint, Crystal Reporting, DOS, HTML, Adobe Acrobat, specialized HRIS and Compensation (JESAP) software, TimeKeeping system, ID Maker system and equipment, digital imager, fax machine, copier and calculator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands and fingers to handle, or feel objects; reach with hands and arms; talk and hear. The employee must occasionally lift and/or move up to 10 pounds. The employee must possess close vision, color vision, and the ability to adjust focus.

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 noise level in the work environment is usually moderate.