



Date Revised: March 9, 2022

HUMAN RESOURCE DIRECTOR

Job Code: 26
Rating Group: Project Management
Exempt: No
Department: Human Resources
Reports To: Human Resource Director
Location: Washington County Courthouse

SUMMARY:

The Human Resources Director is an upper level management position under the general supervision of the Chief of Staff of the County Judge is responsible for the continued operation and management of all Human Resource concerns for Washington County. The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the county's mission and talent strategy. The purpose of this position is to oversee and direct the activities of the County's Human Resource Department and align HR objectives and programs to the objectives and strategies of each Elected Official. This is accomplished by creating and organizing HR strategies, designing and implementing policies and procedures for the department, creating and developing effective teams, developing and submitting plans and budgets for review and approval, and assisting with negotiating HR related vendor contracts. The Human Resource Director also establishes the HR service(s) framework for the county.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

COMPETENCIES

Business Acumen
Communication
Consultation
Critical Evaluation
Ethical Practice
Cultural Awareness.
HR Expertise
Leadership & Navigation
Relationship Management



KEY RESPONSIBILITIES:

Supervisory Responsibilities:

- Recruits, interviews, hires, and trains new staff in the department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with county policy.
- Monitors compliance county-wide of all other departments in reference to internal personnel policies, local, state, and federal laws.
- Assists with monitoring and preparing all county departments personnel budgets.

Recruiting and Staffing:

- Build broad networks inside and outside the County to align strategies according to workforce needs and challenges.
- Collaborate with departments to development and execute comprehensive recruiting strategies to assist the County in attracting and hiring a diverse and talented workforce.
- Examine hiring trends in anticipation of the County's response to labor market changes of available labor.
- Develop strategies and processes that utilize both traditional and modern/current/innovative sources in order to cover a wide variety of talent pools available to the County.

Compensation and Benefits Administration:

- Provide strategic and operational leadership in the design, development, implementation, administration, and communication of the County's benefit programs including health, welfare, wellness, retirement, base pay, incentives, and other rewards.
- Administer the County's benefit program philosophy and supporting policies and practices. Partner with leadership to leverage compensation and benefits programs to meet organizational objectives.
- Analyze current benefit programs for market competitiveness and cost-effectiveness of the compensation and benefit plans to ensure they optimize the County's ability to attract and retain top talent.

Leadership and Communications:

- Align the HR function with the overall business strategy and support efforts to create a culture where both individual and team goals can be achieved.
- Promote open communications, build strong relationships and lead by example.

Organizational Development:

- Participate in the strategic planning process and collaborate with the leadership team to challenge the status quo, drive change and enhance organizational performance.
- Develop, plan, coordinate and/or conduct training for supervisors to assist in their learning and development.



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Talent Management:

- Lead County-wide efforts to ensure performance management and quality improvement programs are developed and managed with a focus that sets priorities for improvements aligned with ongoing strategic plans.
- Manage the maintenance and execution of the performance management system, including current job descriptions, standards of performance and performance evaluation tools.

Employee Relations:

- Champion positive employee relations, encourage teamwork and foster employee engagement.
- Provide ongoing coaching and counseling to help supervisors proactively manage employee performance.
- Conduct effective, thorough and objective investigations when necessary.
- Analyze employee relations trends and organizational needs to identify effective HR programs for supervisors.
- Participate in the development, presentation and evaluation of HR programs that resolve problematic areas.

Policy Application:

Ensure all policies and procedures comply with applicable labor and employment laws. Counsel and advise supervisors in interpreting and applying policies and procedures related to employment, performance, disciplinary action and conflict resolution. Review and update the County's HR policies as needed. Remain current on state and federal laws and regulations related to employment law.

Primary Duties/Responsibilities:

1. Perform supervisory responsibilities which may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Carry out supervisory responsibilities in accordance with the County's policies and applicable laws.
2. Oversee special and strategic projects assigned by the Administration, ensuring that they are completed in a successful and timely manner.
3. Custodian of the County's employee personnel records. Respond to Freedom of Information Act requests or inquiries.
4. Proof county-wide All Employee emails prior to distributing through Outlook.
5. Conduct legal research on HR related matters, resulting in legal analysis that is shared with supervisors. Consulting with County Attorney as appropriate.



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6. Determine the need for and conduct periodic self-audits to ensure legal compliance (wage parity, employee versus independent contractor status, etc.).
7. Responsible for ensuring HR Division is "audit ready" for any unexpected audits by government units or others.
8. Responsible for maintaining updated EEOP, EEO-4, VETS-100, and other legally required EEO and/or Veteran related reporting. Assist other departments who are applying for grants which require EEO data related information.
9. Responsible for ensuring that all ADA standards are being followed within the county and department.
10. Prepare or oversee preparation of Requests for Proposals (RFPs).
11. Responsible for signing off on HR Division expenditures and monitoring HR Division budget.
12. Responsible for communications with Quorum Court, including preparing Quorum Court and Committee Agenda items and presenting information at Quorum Court or committee meetings as needed.
13. Responsible for handling or overseeing the HR Division's posting of information on HR portion of Washington County's website.
14. Manage or delegate responses to salary surveys as requested by other employers and organizations.
15. Create Human Resources' quarterly budget reports and annual budgets.
16. Collaborates with senior leadership to understand the organizations goals and strategy related to staffing, recruiting, and retention.
17. Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations human resource compliance and strategy needs.
18. Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
19. Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
20. Conducts research and analysis of organizational trends including review of reports and metrics from the organizations human resource information system (HRIS) or talent management system.
21. Monitors and ensures the organizations compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.



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22. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
23. Develops and implements departmental budget.
24. Facilitates professional development, training, and certification activities for HR staff.
25. Perform other duties as assigned.

SECONDARY DUTIES:

1. Coordinate with the HR Generalist III to ensure timely response to disciplinary situations during the workday.
2. Act as back up facilitator for Job Evaluation Grading Committee meetings.
3. Secondary duties as assigned.

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:

Minimum Qualifications –

1. Bachelor's Degree from four-year accredited college or university (major in Human Resources Management or related areas preferred). Masters' Degree in Human Resources preferred and can be substituted for years of experience.
2. Prior public government experience preferred.
3. At least six years of human resource management experience required.
4. Professional SHRM-CP or SHRM-SCP highly preferred.
5. Effectively communicate with others orally and in writing often under complex conditions that require good judgment.
6. Knowledge of the principles of human resources administration and of the laws and regulations affecting human resources administration practices.
7. Knowledge of benefits administration practices, classification/compensation principles and practices, and training and development principles.
8. Ability to read and interpret federal and state laws affecting human resources administration practices.
9. Ability to prepare regular and special narrative and statistical reports.
10. Ability to read and interpret benefit program contracts.



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11. Ability to multi-task and work independently with little or no supervision.
12. Position requires high degree of organizational skills and ability to prioritize appropriately and meet deadlines.
13. Must be proficient in the use of a computer and software applications such as word processing and spreadsheets as well as other related software programs. Possess ability to become proficient in the County's job application and job performance evaluation software as well as the County's financial and HRIS systems. Must be able to effectively operate standard office equipment.
14. Must demonstrate leadership, teamwork and interpersonal skills to communicate and interact effectively across the organization.
15. Position also requires exceptional leadership, management, oral/written communication and interpersonal skills; a demonstrated history of supervising HR operations, administering comprehensive human resource plans and strategies; and a proven record of building strong relationships with officials, staff, state and private-sector partners, and the community.

OTHER SKILLS and ABILITIES:

- Must successfully pass criminal background check, including but not limited to convictions, guilty pleas, or no contest pleas to violent offenses, theft offenses and any offense under A.C.A. 21-15-103 and A.C.A. 21-15-111.
- Must possess a valid driver's license.
- Must successfully pass criminal background check, including but not limited to convictions, guilty pleas, or no contest pleas to violent offenses, theft offenses and any offense under A.C.A. 21-15-103.
- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.
- Ability to manage a multi-level budget and the ability to manage multiple budgets throughout the fiscal year.
- Ability to publically speak and convey necessary information to management teams.



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RESPONSIBILITY OF FUNDS:

Annual Human Resource Operational Budget:	\$350,000 - \$500,000
County Health Insurance Fund(s):	\$3,000,000 - \$4,000,000

PUBLIC CONTACT:

Occasional routine contact with persons outside the organization. This would include contact with vendors, insurance providers, HR software personal etc.

EMPLOYEE CONTACT:

Contact of considerable importance within the department or office, such as those required in coordination of effort, or frequent contact with user departments or offices, generally in normal daily course of performing duties. Requires tact and diplomacy in discussing problems and presenting data and making recommendations. Communication with Chief of Staff of the County, County Judge, Elected Officials and Department Directors.

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 functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities to accomplish computer and office work. Prolonged periods of sitting at a desk and working on a computer.

Must be able to move from location to location. Ability to manipulate computer keyboard and papers; and stoop or bend (such as to work with and around filing cabinets). Occasional light lifting and carrying up to 15 pounds, may be required.

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.

SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: Patty Burchett

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____