

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Human Resources Director
Department: Human Resources
Revised : October 2013

Class : Official/Administrator
FLSA : Exempt

This job description supersedes any prior description for the Human Resources Director classification.

GENERAL DESCRIPTION

Highly responsible administrative work in the planning, organizing, managing, and directing the County's Human Resources Department. Considerable emphasis is placed on planning, developing, and directing relatively comprehensive Human Resources Programs including position classification, compensation, recruitment, employee selection, training, benefits administration, employee relations, policies and procedures, performance appraisal system, employee orientation, and health insurance. Work involves considerable discretion and independent judgment in making non-routine decisions and recommendations based upon County objectives. Supervision is provided to a staff of analysts, technicians, and clerical support. Supervision is received from the Assistant County Manager. Work is evaluated through analysis of program achievements and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Directs and administers the functions of the Human Resources Department and staff.

Drafts and develops County employment and personnel policies, programs, and procedures.

Ensures that sufficient measures are taken with regard to employee files in order that confidentiality is not breached.

Advises employees and department directors in resolving employee problems.

Investigates and responds to employee appeals and grievances; investigates and responds to employee complaints of sexual harassment.

Researches, drafts, and composes the employer's position statement in response to EEOC complaints; participates in investigations involving employee complaints of discrimination and other employment issues.

Uses considerable independent judgment and discretion in meeting with staff and department directors to explain and interpret policy in rendering services and conducting appropriate procedures.

Analyzes on a continual basis the work flow of the Department to insure that all staff knows what processes and procedures are to be followed in making sure all programs are coordinated.

Reviews objectives of Human Resources and formulates specific goals and procedures to accomplish objectives.

Interviews applicants and hires departmental staff; manages and evaluates performance of staff; completes performance appraisals; and monitors training needs based upon job requirements and changes.

Prepares the annual Human Resources budget and monitors and controls approved departmental budgetary expenditures.

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Analyzes the human resource needs of various departments and makes recommendations for upgrades, reclassifications, and additions to staff.

Assists supervisors and department directors in administering appropriate disciplinary procedures; reviews written warnings and dismissal letters for department directors to ensure compliance with legal requirements.

Participates on boards and councils as required.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of the principles, practices, and techniques of efficient administration of Human Resources.

Extensive knowledge of personnel and administrative principles and practices, as they relate to the administration of manpower planning, position classification and design, training, policy administration, and employee relations.

Extensive knowledge of pertinent employment laws and human resource related federal, state, and local laws and ordinances.

Considerable knowledge of the principles of behavioral science, business administration, human relations, and general management as they relate to administering comprehensive human resources programs; and of administrative, managerial, and supervisory practices and techniques involved in directing human resources programs and services.

Ability to manage others in planning and development of new and improved human resource programs; to promote human resources practices and principles as part of the total job management process; to manage the work of staff.

Ability to use discretion and independent judgment in advising department directors and supervisory staff on appropriate and legal personnel and disciplinary actions to be taken.

Ability to establish and maintain effective working relationships with the general public, employees, department directors, and government officials.

Ability to communicate effectively both orally and in writing.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs or less. Work includes extended periods of time viewing a computer video monitor and operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

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MINIMUM EXPERIENCE AND TRAINING

Master's Degree from an accredited college or university in Human Resources, Public Administration, Business Administration, or related human services field and three years of human resources or related work experience including supervisory, or managerial work; or Bachelor's Degree from an accredited college or university in Human Resources, Public Administration, Business Administration, or related human services field and five years of human resources or related work experience including one year of supervisory, or managerial work; or equivalent training and experience demonstrating knowledge and abilities.

**This job description does not create an employment contract,
implied or otherwise.**