



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Director, Human Resources</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>County Commission</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>Human Resources</u>	<b>JOB CODE:</b> 100	

### **DEFINITIONS:**

With general direction, plans, directs, supervises and coordinates county personnel administration activities, establishes goals and organizes resources to best meet the needs of the various Departments, develops budget, and authorizes spending.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Consults with administrative authorities and managers regarding personnel administration research issues and offers recommendations; researches and analyzes personnel-related issues for the County Commission; drafts policies and procedures.

Chairs the Personnel Advisory, Job Classification and Training Committees; establishes and publishes agenda; supervises agenda item material preparation and distribution; drafts or supervises the drafting of minutes, correspondence, policies and procedures.

Coordinates selection of topics, speakers, room arrangements for training programs; supervises employment recruitment, examination and job offers; supervises preparation of job postings and advertisements in newspapers and magazines.

Prepares draft questions for structured interviews as needed; schedules interviews and interviews candidates, as requested; screens applications and resumes for qualifications and refers candidates for interview; supervises applicant screening, including applicant correspondence, checking references, drug screening and background investigations.

Supervises the maintenance of an applicant database and the preparation of monthly reports to the Commissioners.

Coordinates and conducts new employee orientation sessions; manages employee relations; reviews proposed disciplinary actions; assists with investigating harassment allegations. Administers employee classification and compensation functions. Completes salary and benefits surveys; monitors the maintenance of HR information on the County's web site; prepares job and benefits fairs.

Advises management regarding various Federal and State Employment Laws; coordinates utilization of on-site drug and alcohol testing for Public Works and Sheriff's Departments; advises management in labor relations issues.

Prepares and administers department budget; reviews current and anticipated expenses, drafts budget revision requests, invoices and quarterly budget sheets; authorizes payments and verifies balances.

**KNOWLEDGE AND SKILL:**

1. Comprehensive knowledge of the principles and practices human resources management.
2. Comprehensive knowledge of County, state and federal statutes, codes and regulations related to employment and employee relations.
3. Comprehensive knowledge of Boone County Human Resources policies and procedures, and related state and federal statutes.
4. Skill in planning, organizing, budgeting and managing projects and staff.
5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
6. Skill in hiring, training managing and evaluating staff.
7. Skill in negotiating resolution of employee grievances.

**MINIMUM QUALIFICATIONS:**

Degree in Human Resources Management or a related field and a Masters in Public Administration preferred; five years management experience in the government setting.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)