



POSITION DESCRIPTION

Title: Human Resources Administrator		Department: Human Resources / Risk Management
Affiliation: Non-Union		Reports to: County Administrator
Exempt: X Non-Exempt:		Supervises/Directs: Risk Safety Compliance Manager Personnel Analyst
Job Class:	Risk Class: 5306	Salary Range:

JOB SUMMARY:

Provides planning, leadership, direction and develops short and long range plans, goals and objectives for the Human Resources Department. Provides assistance and guidance to the County Administrator, Elected Officials, Department Heads, supervisors and employees on a wide variety of human resources, training, risk and safety issues in concert with the County’s mission, vision, business goals and operational objectives. Ensures human resources activities are aligned with industry best practices in the areas of recruitment, classification, benefits, disciplinary actions, labor-management relations, performance management, personnel policy, leave administration, training, risk management and safety, working cooperatively with the County Administrator.

Reviews the development and management of staff to ensure proper evaluation, control, and documentation of liability and insurance claims. Supervises staff that maintains claims and incident reports. Assess liability to the county and minimize exposure to accidents and injuries. Manages county compliance with all state and federal regulations associated with worker health and safety issues.

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.)

Leads the management of, labor contract negotiations on behalf of the County Administrator, represents the County during grievances, labor/management meetings, mediation and arbitration hearings. Develops written proposals and labor negotiation strategy related to the county’s collective bargaining agreements. Conducts research of wages, benefits, and cost impact of County and Union proposals. Presents the findings to the County Administrator.

Develops and administers the county's human resources program including staffing, job classification, compensation, employee benefits, performance management, affirmative action, employee and labor relations, workers compensation, training, and safety.

Is the technical expert in human resource laws, policies and procedures, providing assistance to the County Administrator, Department Heads, Elected Officials, supervisors, and employees in resolving employment and/or work performance issues as they arise. Investigates complaints from employees or applicants, makes recommendations to the County Commissioners, County Administrator, Department Heads, Elected Officials regarding the complaint and responds to complainants.

POSITION DESCRIPTION

Oversees or conducts the investigation and response to claims for unemployment insurance and workers compensation claims.

Prepares and justifies the human resources/risk management department budget in accordance with staffing and resource requirements, cost estimates with department and county goals and objectives. Administers the development and implementation of human resources policies and procedures that are consistent with state, federal and local laws and regulations.

Prepares classification descriptions. Performs research and makes recommendations to establish or adjust salary levels for county positions. Coordinates with the County Administrator, Elected Officials and Department Heads in recruiting and hiring qualified personnel. Ensures the maintenance of personnel files for all county employees. Manages the recruitment, selection and on-boarding process for all new county employees as well as the off-boarding process for retirements, terminations and departing employees.

Administers the county's employee benefit plans, Affirmative Action and Equal Employment Opportunity program, and the CDL Drug and Alcohol Testing program. Ensures proper reporting of incidents or accidents to WA Labor & Industries.

Reviews and monitors federal and state laws and regulations related to safety and workers compensation, providing accurate interpretation of laws and regulations to the County Administrator, Department Heads, Elected Officials, supervisors and employees. Oversees related activities with third-party administrator(s) and other stakeholders involved in the proper reporting of work place incidents or accidents, and in the administration of state and federal leave laws.

OTHER JOB FUNCTIONS:

Analyzes and recommends improvements to existing facilities, equipment, programs and operating systems for the human resources department.

Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned operations.

Oversees the planning, implementation, testing for and administration of all aspects for recruitment and the selection processes in all levels of the civil service program.

Performs special projects as requested by the Board of County Commissioners or the County Administrator.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Attendance may be required at evening meetings and incumbents may be required to travel to off-site locations.

POSITION DESCRIPTION

QUALIFICATIONS:

Knowledge of:

Practices, principles and procedures of personnel management, labor relations, labor contract negotiations, risk management, employee safety and workers compensation.

Federal, State and Local laws, rules, and regulations applicable to assigned operations.

County government or complex organizational structures.

Employee benefits including employee group insurance

Mathematical concepts sufficient to accurately assess the cost of changes in wages and benefits

Ability to:

Conduct employment investigations.

Investigate grievances.

Write clear and effective policies and procedures.

Establish and maintain accurate records of assigned activities and operations.

Analyze and make decisions and judgments relating to area of responsibility utilizing strong analytical and problem-solving skills

Establish and maintain effective working relationships with the County Administrator, Department Heads, Elected Officials, supervisors, employees, attorneys and union representatives.

Communicate effectively, both orally and in writing, regarding complex or sensitive issues.

Maintain confidentiality of sensitive information

Physically perform the essential functions of the job

EDUCATION AND EXPERIENCE: Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Preference for a Bachelor's Degree in human resources, public administration, or related field.

A minimum of five years of progressively responsible experience in public sector human resources service delivery, including two years as supervisor or manager of a human resources program or department.

A minimum of three years' experience as the lead negotiator in public sector labor negotiations.

PHR/SPHR Certification may substitute for college level human resources education

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Valid Washington State driver's license

Certification requirements for Risk Management as required by the WA Counties Risk Pool must be obtained within two years of employment