

Yellowstone County

Class Specification

Class Title	Human Resource Director
Class Code Number	1125
Grade	L
FLSA	Exempt
EEO Function	Financial Administration (1)
EEO Category	Officials and Administrators (1)
Date	February 2007

Job Summary

Responsible for the administration of Yellowstone County's human resources, which includes recruiting, employment, affirmative action, compensation, benefits, labor negotiations/relations, risk management, safety and employee communications as well as ensuring compliance with laws and regulations as they relate to human resource management.

Distinguishing Class Features

The Human Resources Director guides and manages Human Resources services, policies, and programs for Yellowstone County. Responsible for the broad range of human resource activities consistent with the Board of County Commissioners, State, Federal, and local laws and regulations.

Essential Job Duties and Responsibilities

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)

- ❑ Provides consultation and advises department managers and supervisors in human resource management, organization, risk management and labor relations;
- ❑ Develops and directs the implementation of goals, objectives, policies, procedures and work standards for Yellowstone County Human Resources;
- ❑ Develops, recommends and implements Board of County Commissioners approved policies and procedures;
- ❑ Administers employee relations programs, including the administration, interpretation and implementation of collective bargaining agreements with Unions and procedures for grievance and dispute resolution
- ❑ Chief negotiator representing Yellowstone County, Commissioners and Department Heads or Elected Officials in negotiations, developing communication and working relationships with unions and associations;
- ❑ Reviews information and documentation and advises BOCC and supervisors on problem-solving and discipline issues;
- ❑ Represents the department in human resource matters at all levels of county government;
- ❑ Develops recommendations for enhancing the County's human resources operations and services in collaboration with Board of County Commissioners;
- ❑ Recommends and oversees implementation and interpretation of the County's human resources policies, rules and regulations;

- ❑ Advises County department heads and elected officials regarding employment, position classification, compensation, benefits, discipline of employees and related labor-management relations issues;
- ❑ Works closely with Civil Attorney in the areas of risk management and labor law issues in attempt to avoid unnecessary litigation;
- ❑ Administers the County's overall employment process, including recruitment, interviews, testing and selection activities and the development of recommended employment standards and selection measures;
- ❑ Administers the County's employee benefits programs develops Request for Proposals and negotiates with vendors and providers regarding services and costs;
- ❑ Oversees the preparation and maintenance of the County's position classification and pay plans, including recommendation and establishment of procedures for implementation compensation methodology;
- ❑ Develops and administers the County's employee training program, including working with department and division heads to identify employee training needs and working with employees to promote participation in training programs;
- ❑ Ensures that the County attains and remains in compliance with local, state and federal guidelines, laws and requirements;
- ❑ Prepares and administers the Human Resource Department budget;
- ❑ Creates and maintains a high performance environment characterized by positive leadership and a strong collaborative orientation;
- ❑ Attends meetings, conferences and workshops as requested and authorized; and performs related work as required.

Required Knowledge and Abilities

Knowledge and understanding of:

- ❑ Principles and practices of public management and administration;
- ❑ Public sector personnel policies practices and procedures;
- ❑ County department functions, procedures, policies and organization and of established personnel rules and regulations, both state and local;
- ❑ Principles, practices and procedures of employment testing, recruitment, selection, fringe benefits administration, position classification and compensation, affirmative action, equal employment opportunity, and Americans with Disabilities Act as applied in local government;
- ❑ Principles and practices of labor negotiations;
- ❑ Practices and principles of self-insured insurance funds and applicable rules, regulations and guidelines;
- ❑ Rules, regulations and guidelines regarding the Fair Labor Standards Act;
- ❑ Safety rules, procedures and practices;
- ❑ Governmental code of fair practices.

Skill to:

- ❑ Listen and understand the personnel and organizational needs of County government;
- ❑ Lead, negotiate, motivate, manage, coordinate, supervise and evaluate the work of others;
- ❑ Teach and encourage others to learn new practices and procedures to accomplish work objectives;
- ❑ Deal with people in a manner which shows sensitivity, tact, and professionalism;
- ❑ Operate a personal computer using standard word processing, spreadsheet and database applications appropriate to assigned duties;
- ❑ In interpersonal communications and persuasion.

Ability to:

- ❑ Effectively collaborate with all levels of the organization to mediate and jointly provide creative solutions to employee relations, management and organizational issues;
- ❑ Read, interpret and apply laws, rules, regulations, policies and/or procedures;
- ❑ Communicate well with others both orally and in writing, using both technical and non-technical language;
- ❑ Plan, organize, and prioritize the work of others;
- ❑ Establish and maintain effective working relationships;
- ❑ Prepare accurate and reliable reports containing findings and recommendations;
- ❑ Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- ❑ Perform a wide variety of management and administrative tasks with accuracy while under time-sensitive deadlines;
- ❑ Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- ❑ Give, receive and analyze information, formulate work plans, prepare written materials and articulate goals and action plans;
- ❑ Understand diversity and people from all walks of life and be able to communicate effectively with them;
- ❑ Handle confidential employee and administrative information with tact and discretion.

Reporting Relationships

Reports to the Board of County Commissioners.

Decision- making Authority:

Decisions made include prioritization of overall projects in the department, funding and budgeting decisions, and development of internal policies, rules, and regulations.

The position is responsible for prioritization of tasks within projects and work assignments for Human Resource employees.

The nature of the work performed requires that an employee in this class establish and maintain close and cooperative working relationships with the Board of County Commissioners as well as other federal, state and local agencies, elected officials, vendors, department and division heads and the general public.

Minimum Qualifications

Education/Experience/Training:

- Bachelor's degree in Human Resource Management or closely related field; **and**
- Four (4) years' of human resource experience, preferably upper management and in the public sector; **or**
- Any equivalent combination of experience and training totaling eight (8) years.

Desired Qualifications:

- Master's degree or SPHR certificate beneficial;
- An understanding of labor negotiations and business practices as they relate to the public sector would be helpful;
- Strong background in recruiting, employment, compensation, benefits, management training, employee communications and human relations;
- Effective presentation skills.

Certifications:

- Valid Driver's License issued by the State of Montana.

Essential Physical Abilities

Essential Physical Abilities:

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 job, the employee is regularly required to sit or stand and use hands to fingers to operate computer hardware, calculators and other office equipment;
- The employee frequently is required to reach with hands and arms. The employee must occasionally lift and/or move journals or large binders;
- Specific vision abilities required by this job include close and far vision, the ability to adjust focus while operating computers and viewing into monitors and to read paper documents and operate a motor vehicle;
- Clarity of speech and hearing that permits the employee to communicate well with others;
- Personal mobility that permits the employee to serve the general public, access files and other materials in the office and operate a motor vehicle.
- May require occasional evening, weekend, or on-call hours.

Working Conditions:

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 work environment is generally a busy office environment;
- The noise level in the work environment varies from low/moderate to sporadically loud.
- Client attitudes towards staff are sometimes confrontational due to circumstances of various sensitive situations.

Accepted - Board of County Commissioners

Date Stamp

March 27, 2007