

### Executive Director, Human Resources

#### Purpose Statement

The job of Executive Director, Human Resources is done for the purpose/s of directing human resources and payroll programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as an integral member of the Superintendent's Advisory Team.

This job reports to Superintendent

#### Essential Functions

Administers a wide variety of employment laws, personnel policies, and employment agreements (e.g. regulations, orientation, labor and employment contracts, salary schedules, etc.) for the purpose of conforming to county office policies, compliance with relevant federal, state, and local laws, contracts and agreements.

Administers personnel records system, both manual and electronic, (e.g. ensures proper security and filing of personnel records and documents, establishes personnel and payroll records management procedures in conjunction with appropriate laws and county office policy, etc.) for the purpose of documentation for recruiting, hiring, retaining, assigning and promoting personnel and ensuring documentation of personnel processes are in compliance with established requirements.

Collaborates with internal and external sources (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.

Coordinates the recruitment process (e.g. advertising vacancies, screening applicants, conducting interviews, making recommendations for hire, new employee orientation, etc.) for the purpose of maintaining a highly qualified staff.

Directs department operations; the maintenance of services and the implementation of new programs and/or processes (e.g. employer-employee relations program; workforce development process including intern teachers, induction, and credentialing, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.

Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a county office representative.

Investigates grievances and/or complaints from employees (e.g. sexual harassment, pay and/or assignment disputes, employee misconduct, etc.) for the purpose of reaching resolutions that provide a healthy work environment.

Maintains manual and electronic documents, files and records (e.g. background information, vacancy listings, applicant tracking, HR website, etc.) for the purpose of providing accurate information in compliance with regulatory requirements and established guidelines.

Monitors a variety of processes (e.g. recruitment process, new employee hiring process, salary placement, new employee orientation, departmental procedures, unemployment claims, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and complying with legal and/or administrative requirements.

Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.

Participates in meetings, workshops, job fairs and seminars (e.g. collective bargaining process to assist in county office negotiations of labor agreements; recruitment, staffing, compliance, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.

Performs personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved.

Prepares a wide variety of complex written materials (e.g. salary compensations, salary surveys job descriptions, plans, budgets, funding requests, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

Recommends policies, procedures and/or actions (e.g. updates regarding new hires, release of employees, etc.) for the purpose of providing direction for meeting the county office's goals and objectives.

Researches information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, financial resources, etc. for the purpose of developing new programs/services; ensuring compliance with legislative requirements; securing general information for planning; and/or responding to requests.

Responds to written and verbal inquiries from a variety of internal and external sources (e.g. staffing, conflicts in policies and regulations, community concerns, etc.) for the purpose of identifying the relevant issues and recommending or implementing a remediation plan.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; preparing budgets and reviewing financial information; developing effective working relationships; and administering personnel policies and procedures.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel processes; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working with detailed information; working as part of a team; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

#### **Responsibility**

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field with increasing levels of responsibility is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Exempt

**Approval Date**

6/21/2017

**Salary Grade**

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