

General Definition of Work

This position is to oversee the Department of Human Resources. The position is responsible for human resource functions for classified and non-classified employees. This position develops and implements programs within organizational policies and reports major activities to executive level management and performs complex professional and difficult administrative work including risk management.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Administers human resources programs, including but not limited to recruitment, training, employee benefits, reviews, terminations and promotions.

Advertises for positions and oversees recruitment and applicant tracking.

Conducts orientation of new employees, exit interviews, criminal history, drug screen and driving record checks.

Develops and manages Human Resources Department annual budgeting and planning.

Reviews, interprets, implements, updates and ensures compliance with personnel policies, procedures, the employee handbook and federal, state and local law to ensure effective, consistent and equitable application.

Provides advice and guidance to County Administration and employees regarding human resource matters to ensure equitable interpretation and application of personnel policies and procedures.

Assists with compensation, classification, pay scale and position control.

Assists with training and development of employees and tuition reimbursements.

Assists with disciplinary actions and counseling of employees.

Assists with employee events, incentives and service recognition programs.

Assists employees with resolving human resources related issues.

Represents the government at various community functions, seminars or trainings.

Oversees and participates in employee relations including terminations and investigations.

Assists with coordination of health/dental/vision insurance rates and plan design.

Oversees official personnel files; organizes, maintains and retains all required employment records and documentation.

Assists with the employee performance management program and appraisal process. Helps department heads develop objective performance metrics to facilitate fair, timely and accurate assessments of employee performance.

Maintains confidentiality of all records and employee matters.

Leads development of employee wellness programs with community partners

Assists the Emergency Operations Center Management Team in the event of a local emergency including but not limited to pre- and post- disaster response

Oversees special projects as assigned by the County Administrator.

Knowledge, Skills and Abilities

Comprehensive knowledge of public management and organization structure, principles, practices and techniques at the local level

Human Resources Director

Thorough knowledge of the philosophy, principles, and practices of public personnel administration to include classification and compensation and federal and state employment laws.

General knowledge of human resource software and the ability to learn new programs as technology advances.

Ability to communicate effectively on a variety of levels, either orally or written form.

Ability to establish and maintain effective working relationships with County officials, boards, associates, employees and the general public.

Ability to negotiate and exchange ideas or information to formulate policies and programs or arrive at joint decisions, conclusions or solutions.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public administration or related field and extension increasing public management experience. Extensive experience in personnel administration including moderate experience in a supervisory and/or managerial position or equivalent combination of education and experience.

Requires at least 3 years of related experience in the Human Resources field.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and reaching with hands and arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

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