



JOB DESCRIPTION

<i>Title</i>	Human Resources Director			
<i>Department</i>	County Manager		<i>Job Class</i>	M 8
<i>Driving Required</i>	No		<i>Safety</i>	No
<i>Labor Union</i>	Unrepresented		<i>FLSA</i>	Exempt
<i>Created</i>	August 2021	<i>Reviewed</i>	October 2022	<i>Revised</i> October 2022

Purpose

Plan, develop, and administer all activities related to Human Resources for Clatsop County and participate as a member of the county's executive management team to facilitate effective and quality service delivery in all county programs.

Essential Functions

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Provide administrative and professional leadership and direction through planning, organizing, directing, and supervising all activities of the department to achieve goals consistent with the department's and the county's missions.
- Develop and advise departments in administration of all aspects of human resources programs including labor and employee relations, compensation and classification plans, equal employment opportunity plan, recruitment, selection, training, performance appraisal, coaching and progressive discipline, and general policies and laws regarding employment practices.
- Develop and administer employee benefits program. Recommend benefit plans to the County Manager. Problem solve benefit issues and ensure new program changes are communicated to employees.
- Develop and implement new and revised county wide personnel policies and procedures.
- Establish goals, standards and objectives, identify opportunities for improving service delivery, oversee the preparation of the department's annual program plans including the department budget to ensure compliance with federal and state statutes, rules, regulations, county policies, and the goals and objectives of the Board of County Commissioners.
- Select, train, motivate, and direct department staff. Plan, organize, direct, and coordinate the work of professional and technical personnel. Delegate authority and responsibility.
- Prepare recruitment strategies. Ensure preparation of job announcements, advertisements and recruiting brochures consistent with best practices. Provide oversight of recruitment and selection processes administered by departments.



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- Ensure issuance of job offer letters and administer pre-employment drug and background screening programs.
 - Develop and recommend strategies and proposals for collective bargaining. Advise managers on the proper administration of labor contracts and grievance procedures. Represent the county in labor arbitrations. Oversee support of the labor management committee and manage the partnership with the county's unions. May serve in lead or support role during negotiations and will be a member of the bargaining team.
 - Prepare clear and concise reports, correspondence, policies, procedures, and other written materials. Interpret, write, and revise personnel policies for approval by the county manager.
 - Conduct workplace investigations, exit interviews, and other feedback communication mechanisms.
 - Plan county-wide training program and prepare and deliver professional development training.
 - Provide general management support including policy and program analysis and reporting. Advise the county manager regarding county programs, policies, and procedures.
 - Assist departments in identifying needs, resources and developing comprehensive training programs. Participate in advisory councils and network with community resources such as Clatsop Community College. Participate as a trainer.
 - Advise Budget & Finance department on payroll procedures required by personnel policies and collective bargaining agreements and monitor compliance.
 - Serve or appoint a designee to serve in an advisory capacity to the Clatsop County safety committee.
 - Oversee employee recognition events such as service awards and safety recognition.
 - Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department.
 - Conduct complex research projects to research, analyze, and evaluate new service delivery methods, procedures, and techniques. Evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
 - Effectively administer contractual agreements for special projects to ensure contract compliance as well as a variety of programs and administrative activities.
 - Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
 - Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
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- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
 - Maintain positive relations with stakeholders and be responsive to stakeholder needs.
 - Perform other duties as directed.

Auxiliary Functions

In the event of a declared emergency by the Clatsop County Board of Commissioners, the employee is subject to a temporary emergency assignment according to the emergency management plan, for which prior preparation or cross training may occur in an occasional "table-top" test exercise. The employee will return to their regular assignment upon the vacation of the declaration of emergency.

Education and Experience

Bachelor's degree from an accredited college or university with major course work in public administration, organizational development, business administration, personnel/human resources administration or a related field; AND at least five (5) years of experience in Human Resources management including two (2) years of supervisory responsibility OR an equivalent combination of education, training, and experience.

Knowledge, Skills and Abilities

Knowledge of:

- Demonstrated knowledge of all aspects of the principles, practices, and techniques of human resources in a public agency/local government.

Skilled in:

- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Applies advanced techniques for dealing effectively with and delivering a high level of customer service to the public, vendors, contractors, and county staff.
- Applies effective principles and practices of employee supervision, including work planning, assignment, review and evaluation, and training staff in work procedures.

Ability to:

- Interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, codes, and regulations related to the field of human resources.
 - Familiar with and able to apply the methods and techniques of presentation development, contract negotiations, business correspondence, and information distribution, research and reporting methods, techniques, and procedures as well as recordkeeping principles and procedures.
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Desired Qualifications

Previous experience in the public sector in a similar capacity. Human Resources certification from International Public Managers Association - Human Resources (IPMA-HR) or from the Society for Human Resource Management (SHRM) is highly desirable.

Physical Demands

This position typically operates in a normal office environment, although, in a disaster situation, it may involve physically challenging work including climbing over rough terrain, walking, bending, jumping, and stooping.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Typical working office environment.

Supervision Received and Exercised

Reports directly to the County Manager. Provides supervision to Human Resources staff.