



# Grand County

## Job Description

<b>Title:</b>	Personnel Services Director	<b>Code:</b>	<b>1300</b>
<b>Division:</b>	Administration	<b>Effective Date:</b>	
<b>Department:</b>	Personnel Services	<b>Last Revised:</b>	2/2020

### GENERAL PURPOSE

Performs a variety of **complex administrative, managerial and professional** duties related to planning, organizing, directing and coordinating the human resource system of Grand County, including classification, compensation, recruitment, selection, employee relations, benefits, training, worker compensation, performance evaluation, and risk management.

### SUPERVISION RECEIVED

Works under the general supervision of the County Council Administrator

### SUPERVISION EXERCISED

Provides direct supervision to the Payroll Coordinator and the Personnel Services Specialist. Provides functional oversight and county-wide coaching in all human resource related actions and activities.

### ESSENTIAL FUNCTIONS

Manages all aspects of the county Human Resource Management functions; develops and implements personnel policies; presents personnel policy changes to the Grand County Council for adoption and approval; interprets and applies policies; recommends and implements guidelines and practices; oversees personnel file management; assures completeness and confidentiality of HR records; monitors and assures county-wide compliance with federal and state statutes; solicits legal opinions in matters of liability; investigates alleged violations of law and HR regulations; investigates worker comp claims.

Manages county-wide recruitment and selection processes; conducts formal recruitments for vacant and created positions; determines testing procedures and successive hurdles; prepares eligibility lists and certifies finalists in the recruitment process; monitors and verifies appointments are made in accordance with established policies and procedures; may direct the administration of manual and dexterity tests to applicants; conducts background investigations.

Develops and implements new staff orientation program; oversees, develops and implements ongoing mandatory staff training for all staff, i.e., code of conduct, sexual harassment, accident reporting, drugs in the workplace, conflict of interest, etc.; documents content/attendees of mandatory training sessions; provides training and staff support to supervisors for various departments upon request or as needed to implement system-wide personnel policy and management actions; administers and Monitors drug testing.

Assists department heads and supervisors in the development and implementation of communication, recognition, training and incentive programs; assists employees to resolve work related problems; develops working relationships with community professionals as needed to secure special employee assistance.

Oversees general employee relations processes; monitors application of policies to assure fair and consistent treatment of employees, i.e., recruitment, selection, compensation, advancement, etc.; resolves complex issues related to compensation, discipline and discharge.

Administers county grievance process; administers proactive employee relations program, promotes harmony among workers and resolves grievances; coordinates the appeals and grievance hearing processes and procedures; assures timely processing of grievances and various review levels; coordinates hearing times and locations; sits as member of the review board as needed.

Plans and directs implementation and administration of benefits programs designed to ensure employees against loss of income due to illness, injury, layoff, or retirement; directs preparation and distribution of written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, and special employer sponsored activities; analyzes existing benefits policies; acts as benefit plan administrator; reviews and researches changes in IRS rules and regulations affecting county benefit operations and programs.

Oversees agency compensation programs and system; conducts internal and external studies to assure pay equity and market competitiveness; directs overall performance evaluation program through department heads and supervisors; administers and interprets county merit system; develops and implements personnel management rules as required by law; monitors leave practices, overtime practices, etc.; monitors employee pay progression based upon established policy and practice.

Oversees the complex and professional bi-weekly payroll for all County Employees covered by various policies and agreements ensuring that payroll records are developed and payroll is administered within legal mandates, reviews and audits payroll prior to payment of payroll checks.

Approves personnel actions and manages record keeping functions related to insurance coverage, pension plan, and human resource transactions such as hires, promotions, transfers, performance reviews, and terminations; directs or performs the preparation of

employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations; prepares reports and recommends procedures to reduce absenteeism and turnover.

Manages county efforts to maintain a drug-free workplace; promotes drug free lifestyles to assure employee, co-worker and general public safety; conducts employment pre-offer and post-offer drug screenings; coordinates and conducts random drug testing of workforce to assure compliance with ordinance and various state and federal regulations.

Serves the County Risk Manager. Directs county risk management and workers compensation program in conjunction with the County Insurance Coordinator; monitors various elements of activity in the workplace including safety, co-worker relations, employee-employer relations, etc., as needed to mitigate or prevent adverse actions against the county; coordinates with the Trust and consults on issues that may arise.

Directs or performs in the completing of various surveys and reports as required by state and federal agencies in monitoring employment practices and procedures (EEO/AAP).

#### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from college with a Bachelor's degree in human resource administration, public administration or a related field;
  - AND
  - B. Eight (8) years of progressively responsible work experience related to the management of human resources, including but not limited to, recruitment and selection activities, benefit program administration and computer based records management;
  - OR
  - C. An equivalent combination of education and experience.
2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** human resource management theory, methods, and practices; the legal environment related to human resource management, i.e., FLSA, FLMA, ADA, EEO, COBRA, etc.; benefit, retirement, and compensation laws and guidelines; employee classification, compensation and benefits, recruitment, selection, training, and labor relations; departmental operations including applicable laws and regulations; principles of supervision, including evaluation and motivation; federal and state laws as they apply to human resource management practices; benefit programs, state and federal, i.e., FSA's, HSA's, pension options, etc.; benefit costing procedures; training methods; basic computer operation.

**Working knowledge of** budget development and fiscal accounting principles, practices and procedures; risk management and safety practices.

**Considerable skill** in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, and subordinate staff. Skill in the operation of PC Computer, calculator, fax machine, copy machine, telephone.

**Ability to** communicate effectively, verbally and in writing; prepare and analyze comprehensive reports; maintain quality work production while dealing with deadline pressures imposed from within and without the division; make basic decisions where established procedures do not always apply; perform complex mathematical computations; operate personal computer and apply various program applications related to word processing, spread sheets and desktop publishing; develop effective working relationships with supervisor, fellow employees, and the public.
3. Special Qualifications:

Professional certification as SHRM-CP, PHR or SPHR is encouraged.  
Must be able to occasional attend night meetings.
4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required to perform essential job functions but may be accommodated. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving

\*\*\*\*\*

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_