



DEPUTY DIRECTOR - HUMAN RESOURCES JOB DESCRIPTION

Job Title: Deputy Director – Human Resources Job Code: HR115

Pay Grade: 130

Effective Date: October 2022

FLSA: Exempt

Revision Date: October 2022

NATURE OF WORK

Under general supervision, plans, directs and manages programs and staff within the Human Resources and Risk Department; assists with operations and activities administers the County's personnel and labor relations programs; conducts a variety of labor and employee relations duties including policy development, interpretation, and advising; participates in performing recruiting, classification, training, and/ or other human resources functions; and supervises assigned personnel.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages and directs the daily activities within Human Resources; coordinates departmental operations including employee and labor relations, participates in collective bargaining negotiations and/or independent meetings, interacts with union representatives; recruiting, classification, compensation, benefits administration, training and development, retention, and performance management.
- Develops and provides recommendations in the development of human resources plans, programs, policies, and procedures; establishes departmental goals, objectives and priorities.
- Serves as an advisor and provides consultation to management and/or other County personnel regarding various employment related issues, such as human resources policies, benefits, employment laws, and/or other personnel related matters.
- Facilitates employee performance coaching.
- Researches and stays apprised of new employment legislation; implements necessary changes to County personnel policies; monitors and ensures the County's compliance with employment laws and applicable regulatory requirements.
- Performs a variety of labor relations functions; interacts with union representatives; participates in collective bargaining negotiations; facilitates negotiations and/or independent meetings as required.
- Oversees the maintenance of the County's job description database; reviews job descriptions and monitors language for consistency within job families; evaluates and scores new or re-classified positions; addresses and resolves job development and/or classification issues; researches industry standards in relation to basic job requirements.
- Assists in the development of the Department's budget; monitors expenditures.
- Conducts a variety of recruiting activities; coordinates job postings and recruiting advertisements; receives and screens applications; schedules interviews; develops screening tools and interview questions.
- Conducts interviews, educates interviewers and assists hiring managers regarding the legal ramifications of interview processes; process criminal history investigations; conducts employer reference checks; prepares hiring packets.
- Monitors staff for compliance with departmental policies, procedures, and regulatory

requirements.

- Reviews and evaluates the County's training requirements; develops and implements employee training and development programs; delivers training to new employees regarding County policies; assesses training evaluations and surveys.
- Manages and maintains the County's training database; tracks all training programs and classes offered to employees; generates and provides management personnel with periodic training reports.
- Performs a variety of general accounting duties; prepares payroll; processes accounts payable and tracks revenue; calculates the Department's charge-back fees; maintains budget data.
- Performs a variety of employee relations duties; conducts exit interviews and internal investigations.
- Provides administrative support to the Human Resources & Risk Management Director and/or various committees including the Salary Commission and Personnel Advocacy Committee as assigned.
- Conducts and oversees employee recognition program.
- Participates in developing and monitoring the departmental budget as assigned.
- Prepares and maintains a variety of human resources records, reports, and documentation.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of a personal computer.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Human Resources, Public Administration, Business Administration, or a closely related field; AND five (5) year's managing and coordinating human resources operations.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Federal, State, and local human resources laws, codes, rules, principles, practices, and policies.
- Union negotiation regulations and processes.
- Employment laws and regulations governing human resources activities.
- Classification and compensation principles.
- Recruiting principles, processes, and strategies.
- Training principles and practices.
- Human resources records, reports, and documentation.
- Database management principles and recordkeeping standards.
- Processes for preparing and monitoring budgets.
- Supervisory principles, practices, and methods.

Skills in:

- Coordinating and performing a variety of human resources functions.
- Monitoring and maintaining compliance with regulations governing human resources activities.
- Coordinating and conducting training classes.
- Conducting a variety of employee/labor relations, recruiting, and training activities.
- Employee coaching and performance counseling.
- Providing human resources services and support to County departments.
- Assisting in the development of human resources policies and procedures.
- Preparing and maintaining a variety of departmental records, files, and documentation.
- Utilizing standard computer software and administering assigned databases.
- Providing assistance in developing and monitoring departmental budgets.
- Establishing and maintaining effective working relationships with County departments and personnel, elected officials, outside agencies, and the general public.
- Communicating effectively verbally and in writing.
- Operating a personal computer utilizing standard and specialized software.
- Dealing constructively and courteously with the Department, BOCC, Lewis County and general public.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.