

**Black Hawk County – EOE/AA
Job Description
HUMAN RESOURCES DIRECTOR**

Position #: 07-13-147-01
Job Title: Director, Human Resources
Department: Human Resources
Salary Level: GS-276/26
FLSA Status: Exempt

BASIC FUNCTIONS AND RESPONSIBILITIES:

Under general direction of the County Board of Supervisors, administers, plans, develops and coordinates the County's Human Resources policies, programs, activities and procedures ensuring compliance with all applicable federal, state and local laws and/or regulations. Considerable leeway is granted for the exercise of independent judgement and initiative in the administration of recruitment and selection, compensation and benefits, employee/labor relations, performance management, training and development, and other duties as apparent or assigned. Supervises and coordinates the work of the Human Resources Department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Advises and counsels managers, supervisors, and employees on employee/labor relations issues and recommends solutions; serves as a member of the County's union negotiation team and administers/interprets collective bargaining agreement language.
- Provides guidance and direction to elected officials, department heads and other management staff on a wide variety of human resources matters.
- Administers or oversees the administration of human resources programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes, grievances and investigations; affirmative action; performance management; training and development.
- Oversees and administers the County's compensation and benefits program, including creating job descriptions, administering the job evaluation process, conducting salary surveys, providing cost analysis and recommendations for plan design and policy changes.
- Plans, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support compliance and strategy needs of the County.
- Collaborates with elected officials and department heads to understand organizational and/or departmental goals and strategies related to staffing, recruiting, and retention.
- Monitors and ensures compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Identifies staffing and recruiting needs; develops and implements best practices for recruiting, hiring and talent management procedures.
- Conducts research and analysis to maintain knowledge of trends, best practices, legislative/regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources.
- Identifies workforce training needs, conducts or coordinates internal or external training opportunities.
- Supervises the maintenance of the record keeping system for personnel, protected and other confidential records.
- Serves on County committees as appointed by the Black Hawk County Board of Supervisors, and performs human resource-related duties as required; serves as the County's EEO Officer and Title VI Coordinator.
- Prepares and administers department budget.
- Supervises and provides direction to HR staff; responsibilities include interviewing, hiring, and orienting employees; facilitating professional development, training, and certification activities; planning, assigning, and directing work; appraising performance; disciplining employees; scheduling; addressing complaints and resolving problems.
- Other duties as assigned.

SUPERVISION RECEIVED:

- General supervision is received from Black Hawk County Board of Supervisors.

SUPERVISION EXERCISED:

- Functional and administrative supervision is exercised over the County's Human Resource Department support staff.

QUALIFICATIONS:

- Master's Degree in human resources management, public or business administration or related field and at least three (3) years of related work experience; OR a Bachelor's Degree in human resources management, public or business administration or related field and at least five (5) years of related work experience; OR any equivalent combination of training, education and experience that provides the required knowledge, skills and abilities.
- Must have valid Iowa driver's license and be insurable under the County's guidelines.
- PHR/SPHR or SHRM-CP/SHRM-SCP certification preferred.
- CLRP Certification preferred.
- Experience in a union environment required; city or county government experience preferred.
- Thorough knowledge of modern principles and practices of human resources.
- Thorough knowledge of federal, state and local laws and/or regulations governing human resources practices and public sector employment.
- Knowledge of County government functions, organizations and Iowa Code Chapter 20 preferred.
- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong leadership, coaching, independent judgement and decision making skills.
- Ability to give clear, consistent guidance to County boards, departments and offices.
- Ability to value and consider perspectives and backgrounds of all individuals.
- Ability to exhibit a high level of confidentiality concerning personnel and protected information and labor negotiations.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to establish and maintain effective working relationships with all County employees, State and Federal government agency representatives, the media, other department heads, elected officials, union officials and the general public.
- Ability to integrate the county's CORE values (Effective, Responsible, Collaborative, Efficient, Innovative and Adaptable) throughout all county practices and operate consistently within these values. Serves as a role model of ethical behavior by consistently conforming to the highest ethical standards and establishes trust and credibility with employees in order for employees to voice concerns.
- Ability to understand and apply information to contribute to the county's strategic plan and ensure departmental goals and objectives align with overall strategy.
- Proficient with Microsoft Office Suite or related software.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demand characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Refer to the "Essential and Marginal Function Analysis" statement for a complete description of essential functions and functional requirements.

- This position is sedentary involving sitting most of the time and not exposed to adverse environmental conditions. Work is typically performed in an office setting.
- Walking/Standing is required occasionally.
- The position requires talking, being able to express or exchange ideas by means of spoken word.
- The position also requires hearing and receiving detailed information through oral communication.
- Finger dexterity is required in order to type.
- The position requires the close visual acuity to prepare and analyze data and figures, view a computer terminal and reading.

The typical work schedule for this position is Monday-Friday 8:00AM-4:30PM. The HR Director must also be available to attend meetings outside of normal business hours as requested.