

Richland County Position Description

Position Title: Human Resources Director

Exempt form FLSA

Department: Administration

Reports to: Administrator

Pay Grade: P

Date: March 7, 2023

Hours per Week: 40

PURPOSE OF POSITION

The Human Resources Director oversees the County's human resources programs including employee labor relations, compensation, benefits administration, worker's compensation, employee safety and health, personnel policies, regulatory compliance, and union labor relations. This position is also the designated Equal Employment Officer, and Limited English Proficiency Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs backup to all payroll functions and acts as the subject matter expert on the County's payroll and employee content management system.
- Plans, directs, and evaluates the County recruitment and retention program and new hire orientation training.
- Directs and oversees the County's labor relations program and contract negotiations, separation program, exit interview process, and employee benefits programs.
- Directs and oversees personnel policy development and distributes to management personnel.
- Develops, coordinates, and conducts training and development programs, such as leadership or employee development, annual training needs and advises department heads on interpretation.
- Directs and manages the operations and employees of the Personnel Department.
- Advises the County Board, Finance & Personnel Standing Committee, County Administrator, Department Heads and Supervisors regarding personnel matters, human resources strategies, and labor and payroll issues.
- Develops, administers, evaluates and oversees all employee benefit & compensation programs.
- Conducts research into human resources programs and activities; identifies and analyzes human resources problems and recommends changes or innovations where desirable
- Prepares formal recommendations for the Finance & Personnel Standing Committee, other committees, and County Board on employee matters.
- Reviews and places advertisements. Provides recommendations regarding applicant screening tools.
- Evaluates and coordinates the County's performance evaluation program.
- Prepares, directs, authorizes, oversees and monitors the annual department budget and other HR related budgets as designated by the Administrator.
- Provides human resources advice, direction, counsel, and support to Department Heads on all personnel matters, such as conflict, grievances and problem resolution, performance, and

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personnel issues; provides counsel to supervisory staff on appropriate action and documents issues.

- Direct and oversee the administration of the County's Equal Employment Opportunity, Civil Rights, and other policies and procedures as designated by the Administrator.
- Oversees, monitors, and facilitates the County's Family Medical Leave policy and other leave of absences.
- Controls or delegates control of employee personnel files.
- Administers and manages an equitable employee classification and compensation plan; develops and updates job descriptions and maintains classifications; evaluates requests for reclassification and new positions for proper classification.
- Represents the County in Unemployment hearings.
- Presents both management and employee viewpoints on grievances to the Finance & Personnel Standing Committee as needed.
- Maintains the Affordable Care Act Information.
- Responsible for distributing 1095's to employees and annual submit to the IRS.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Bachelor's degree in public administration, business management, human resources, or related field and extensive experience in human resources, business operations, public administration, or equivalent combination of education and experience.
- Successful administrative management experience in county or municipal government and experience in working with employee benefits administration, employee law compliance and labor relations.
- Valid driver's license in the State of Wisconsin.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to establish effective relationships with County Board, Committees and Commissions, department heads and other employees, union representatives and the public.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.

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Judgment and Situational Reasoning Ability

- Demonstrated competency in leadership and team building.
- Demonstrated effective oral, written and interpersonal communication skills.
- Demonstrated ability to plan, coordinate and lead others in the accomplishment of work.
- Demonstrated initiative for coordination of organizational functions and dedication to administrative teamwork and leadership.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- This work requires the occasional exertion of up to 10 pounds of force. Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date