



IOWA COUNTY POSITION DESCRIPTION

JOB TITLE: Employee Relations Director

DEPARTMENT / SECTION: Administration

DATE REVIEWED: March 2020

TITLE OF IMMEDIATE SUPERVISOR: County Administrator

GRADE: P

JOB SUMMARY:

The purpose of this position is to plan, direct, and coordinate all personnel and labor relations function activities of the Iowa County Employee Relations Office, including planning, development and implementation of all policies and procedures which affect employees and their working conditions.

TASK NO.	DESCRIPTION	FREQUENCY	GRADE
1	Recruitment functions to comply with Equal Employment Opportunity Commission (EEOC, Affirmative Action Plan (AAP requirements), American Disability Act (ADA) and union contracts. The recruitment process includes job positions, maintenance of EEOC applicant logs, screening and selection of applications or applicants, performs interviews, checks references and extends the employment offer.		
2	Researches and develops personnel policies and procedures as appropriate including those mandated by law. Updates and revises existing personnel related policies.		
3	Administers and maintains the administration of County benefit programs. Maintenance of the statistical employee/benefit information in the compilation and preparation of monthly insurance reports such as dental, health, life and loss of time. Coordination of annual health insurance enrollment period for all eligible employees and retirees. Preparation of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) notices to eligible employee(s) and their qualifying dependents. Maintains a secured confidential filing system. Protecting information consistent with Health Insurance Portability and Accountability Act (HIPAA) legal standards and County Policy.		
4	Administers orientation of new employees of the County on county policies and procedures regarding human resource and payroll reporting requirements; explains and answers questions regarding available employment and benefits; assists the employee in completing various enrollment forms; instructs departments in proper procedures for completing time sheets, retirement forms, work injury reports, leave of absence requests, and other human resource related documents.		

TASK NO.	DESCRIPTION	FREQUENCY	GRADE
5	Assists in the development and revisions of job descriptions; evaluate positions using appropriate classification studies to assure that proper classifications are assigned to County positions; make recommendations regarding reclassification or adjustments in salary grades.		
6	Composes and mails general correspondence, non-hire notices and other materials; may develop new departmental employee relations forms and procedures to improve efficiency and/or comply with new human resource policies and regulations; conducts exit interviews.		
7	Maintains departmental wage records and alerts Departments to annual performance review schedules and step or performance pay increases		
8	Administers and coordinates all employment Law for the County.		
9	Works with confidential matters and materials relating to employee grievances or complaints.		
10	Provides resources and advice to County Administrator, Department Heads, General Government Committee and County Board regarding employment practices, policies and procedures and any settlements/contracts.		
11	Administers and maintains employee drug testing program including all collections and test result records. Comply with Department of Transportations (DOT) regulations for positions that require a Commercial Driver's License (CDL).		
12	Prepares employment information for the General Government Committee meeting agenda. Attends and records personnel action items at each General Government Committee meeting and notifies appropriate departments.		
13	Create and maintain all employees' personnel and medical files, departmental positions staffing charts, other personnel records; compiles data and prepares routine statistical and narrative reports relating to the departmental work force profile for affirmative action reporting, employee turnover trends, staff utilization patterns, responsible for responding to Open Records requests, outside party legal claims, internal employee access requests and other employee related matters.		
	Prepare and monitors the department's budget and make necessary adjustments as required to carry out the department's programs.		
	Review, approve and process invoices of Employee Relations Services to be paid by respective department.		
	Provides training sessions to Department Heads, Managers and employees on employment law, policies and procedures, and workplace notices.		
14	Updating and revising human resource and payroll forms as needed.		
15	Must demonstrate regular and dependable attendance.		

Demonstrated Experience and Skills Required –

Knowledge of appropriate safeguards for confidential information and ability to main confidentiality.
Knowledge of laws, regulations and procedures which govern public human resources and administration;
and, knowledge of labor agreement language.
General knowledge of bookkeeping and accounting procedures.
Ability and skill to multi-task efficiently and accurately under pressure.
Ability to make effective decisions using independent judgment
Demonstrated knowledge of current office practices and procedures, grammar, spelling, punctuation and contemporary English usage.

Ability to work independently; and the ability to work in a team environment.
Ability and skill in the maintenance of human resource, general records and to prepare reports and answer questions from records.
Ability and skill to collect and analyze data, to perform research and prepare technical reports.
Ability to effectively communicate orally and in writing.
Skill in addressing human contact situations with tact, understanding and clarity.
Ability in maintaining an effective working relationship with County Board members, Administration, Elected Officials, employees and the public.
Ability and skill to type, with hands-on working knowledge of software systems and equipment.
Ability to operate office equipment such as a computer terminal (for an extended time), calculator, photocopier, multi-function telephone, etc.
Ability to exert moderate physical effort, typically involving a combination of stooping, kneeling, crouching, lifting, carrying, pushing and pulling.

Minimum Qualifications –

Bachelor's degree in Human Resource Management, Public Administration, Business Administrator or closely related field required.

Minimum of five years of Human Resources experience required; experience in county or municipal government preferred.

Minimum of three years of management or supervisory experience, required.

Conditions of Employment –

Valid Driver's License to transport self to and from required meetings or appointments that occur outside of the assigned workplace.

Must treat all information with the utmost of confidentiality.

The individual will be exposed to public contacts, travel, sitting, keyboarding and moderate lifting.

DATE: _____ EMPLOYEE SIGNATURE: _____

DATE: _____ EMPLOYEE RELATIONS: _____

DATE: _____ COUNTY ADMINISTRATOR: _____