

**Jefferson County
Position Description**

Name:		Department:	Human Resources		
Position Title:	Human Resources Director	Pay Grade:	16	FLSA:	Exempt
Date:	November 2024	Reports To:	County Administrator		

Purpose of Position

The Human Resources Director promotes and implements human resources values and initiatives across Jefferson County. Responsible for leading HR programs and ensuring compliance with laws and regulations, this role encompasses employee relations, compensation, benefits, training, recruitment, and worker's compensation. Serving as a strategic advisor, the Director collaborates with County leadership to align HR practices with Jefferson County's mission, vision, and operational goals.

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.*

- Oversees recruitment, selection, onboarding, and training processes to attract and retain a skilled, diverse workforce. Provides strategic direction on workforce planning, succession planning, and leadership development in partnership with department heads.
- Supervises HR staff, including performance evaluations, coaching, and disciplinary guidance. Leads team development by fostering a culture of continuous improvement and professionalism.
- Develops and maintains County-wide HR policies, including compliance with Federal and State regulations (e.g., FMLA, EEO, WC, FLSA, HIPAA, COBRA). Monitors legislative changes to ensure the County's HR practices remain compliant, and serves as the designated EEO Officer.
- Advises management and employees on HR issues, offering guidance and resolution on performance management, disciplinary actions, grievances, and other employee relations matters. Leads investigations into employee conduct and workplace issues, recommending disciplinary action as appropriate.
- Represents the County, as directed, in labor relations, including collective bargaining, grievance resolution, and arbitration. Conducts research and analyzes comparable data to support negotiation strategies and decisions.
- Manages the County's compensation structure, including salary benchmarking, job evaluations, and administration of pay adjustments, step increases, and backpay. Ensures a fair and competitive compensation plan aligned with County budgets.
- Oversees the County's benefits programs, researching and implementing enhancements to ensure competitive offerings. Manages employee assistance and wellness programs, including health insurance, retirement plans, and employee recognition initiatives.
- Directs the County's Performance Evaluation Process, ensuring consistency and alignment with County and departmental goals. Develops and coordinates training and development programs that support compliance, leadership, and diversity goals.
- Oversees safety, health, and wellness initiatives, including management of Workers' Compensation, ergonomic assessments, and OSHA compliance. Collaborates with security to maintain a safe working environment and leads the County's emergency communication and mass notification systems.

- Prepares and manages HR and benefits budgets, compiling data for cost comparisons, and supporting budget allocations for the Courthouse and Sheriff's Department.
- Develops agendas and participates in HR Committee meetings; drafts resolutions, ordinances, and reports for Board approval to support County HR initiatives and policy updates.
- Leads special projects by identifying priorities, establishing timelines, and communicating milestones, ensuring project goals align with County objectives.
- Represents Jefferson County to external agencies, maintaining cooperative relationships and advocating for HR interests in legal hearings related to Unemployment, Workers' Compensation, and Equal Opportunity cases.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities. *While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.*

- Prepares and delivers presentations to County officials, employees, and public groups, ensuring clear communication of HR policies and initiatives.
- Engages in continuous self-development to stay informed of HR trends and best practices relevant to the public sector.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Human Resources, Public Administration, Business Administration, or related field.
- Seven years of progressive HR management experience with knowledge of employment law and continuous improvement methods, preferably in public/government sector.

Other Requirements – Certificates/Licensures

- Completion of FBI background check and Security Awareness Training required.

Preferred Training and Experience Required to Perform Essential Job Functions

- Master's degree in a related field; seven to nine years of HR management experience, with public-sector experience preferred.
- Experience in labor negotiations and as an advisor to senior leadership.
- Professional certifications (IPMA-HR, SPHR) are preferred.

Knowledge, Skills, Abilities

- Strong understanding of employment law, public-sector HR regulations, and compliance standards.
- Familiarity with HR best practices in compensation, benefits, labor relations, and employee relations within a governmental context.
- Effective leadership, project management, and negotiation skills with experience in building collaborative relationships with unions, elected officials, and staff.
- Proficient in data analysis, HR information systems (HRIS), payroll, and ERP software to support informed decision-making.

- Excellent written and verbal communication skills, including the ability to present complex information to diverse audiences.
- Analytical and problem-solving abilities with a focus on strategic thinking and adaptability.
- Ability to manage confidential information and exercise sound judgment in sensitive situations.
- Maintains confidentiality in handling sensitive information and demonstrates professionalism in all HR practices.
- Proficient in Microsoft Office Suite, HR software, and data management tools.

Supervision

- Directly supervises Human Resources and Safety staff.

Physical Demands. *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*

- While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear.
- The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does generally occur, but may occur when lifting boxes, books or paper.
- Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment. *The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*

- Primarily office-based with routine face-to-face contact with employees. Moderate noise level in the office.
- Occasional exposure to high-stress situations involving individuals who may be upset or in emotional distress.
- Some travel may be required.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, 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.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date
