



# HUMAN RESOURCES DIRECTOR JOB DESCRIPTION

Job Title: **Human Resources Director**

Job Code: **HR 110**

Pay Grade: **32**

Effective Date: **August 2020**

FLSA: **Exempt**

Revision Date: **August 2020**

## NATURE OF WORK

Under general direction, plans, coordinates, and directs the operations and activities of the Lewis County Human Resources Department; administers the County's personnel, labor relations, risk management and public disclosure programs; conducts a variety of labor and employee relations duties; participates in performing recruiting, classification, training, benefits, tort claims, and/or other human resources and risk management functions; advises County officials regarding risk-related matters and risk management programs; oversees public disclosure policies; 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.*

- Leads, manages, and coordinates the day-to-day operations of departmental divisions and assigned personnel.
- Hires, trains, supervises, and evaluates the performance of assigned personnel; monitors staff for compliance with departmental policies and procedures.
- Directs and administers the discipline of departmental personnel, including terminations, in accordance with County policies and labor agreement provisions. Represents management during labor negotiations, hearings, and arbitrations.
- Administers and directs departmental operations including risk management, public disclosure, safety, workers' compensation, loss control, claims management, unemployment insurance, and program administration.
- Researches and stays apprised of legislation affecting the policies and practices of Lewis County; implements necessary changes to County personnel policies; monitors and ensures the County's compliance with employment, risk, and public disclosure laws and applicable regulatory requirements.
- Performs a variety of labor relations functions; interacts with union representatives; participates in collective bargaining negotiations; directs negotiations and/or independent meetings.
- Performs a variety of employee relations duties; conducts exit interviews and internal investigations.
- Directs the development and implementation of policies and procedures within the department.
- Administers the County's various risk management programs pertaining to risk control, public disclosure, workers' compensation, wellness, alcohol and drugs, and loss prevention.
- Coordinates the annual insurance renewal process and secures coverage for general liability, airport liability, property, equipment, and excess workers' compensation.
- Receives, investigates, and adjusts tort claims; coordinates potential liabilities; represents the County with claimants, attorneys, and during claims mediation.
- Coordinates with the Prosecutor's Office regarding tort claims, law suits, and liability matters; meets with the Senior Deputy Prosecutor to develop litigation strategies; determines appropriate settlement options.
- Advises and briefs the Chief of Internal Services, County Manager, and the Board of County Commissioners regarding risk programs and liability issues; consults with elected and appointed officials on a wide range of risk related matters.

- Prepares and presents Requests for Proposals and Qualifications, formal project contracts, and Resolutions for Board of County Commissioners (BOCC) approval.
- Serves on various committees and acts as a representative of the County to outside agencies; liaises with other government entities regarding departmental projects and issues.
- Manages and coordinates the County's employee orientation and training activities in relation to labor and safety practices.
- Develops, presents, and monitors the department's budget for approval by the Board of County Commissioners (BOCC); provides recommendations regarding the allocation of County financial resources.
- Attends and participates in a variety of meetings regarding risk management, human resources, and public disclosure matters.
- Prepares and maintains a variety of departmental 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 personal computers.

**EMPLOYMENT STANDARDS:**

Bachelor's Degree in Human Resources, Risk Management, Business Administration, Public Administration, or a closely related field; AND five (5) years' experience managing and coordinating risk management, human resources, or public disclosure operations.

Certification as an Associate in Risk Management (ARM) issued by the Insurance Institute of America –or- Society of Human Resources Management (SHRM) certification preferred or may be obtained within 2 years of employment.

A valid Driver's License is required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Human resources, risk management, and public disclosure principles and practices.
- Department operations, policies, and procedures.
- Regulations governing departmental budget activities.
- Regulations and standards governing risk management activities.
- Knowledge of Washington State laws and rules of procedure related to public record laws.
- Safety, risk management, and loss control programs.
- Departmental records, reports, and documentation.
- Processes for developing and administering budgets.
- Basic labor law principles and collective bargaining process.
- Supervisory principles, practices, and methods.
- Fiscal policies, procedures, resolutions, and ordinances.
- Regulations and standards governing departmental operations.
- Legislative processes and implementation.
- Processes for preparing and administering budgets.

**Skills in:**

- Directing and coordinating the County's Human Resources operations.
- Facilitating the delivery of high quality service in an efficient, effective, and safe manner.
- Developing and implementing human resources, risk management, and public disclosure management policies.
- Establishing and maintaining effective working relationships with staff, County departments, outside agencies, vendors, contractors, and the general public.
- Communicating effectively verbally and in writing.
- Developing and administering budgets and monitoring departmental expenditures.
- Supervising, leading, and delegating tasks and authority.