



HUMAN RESOURCES DIRECTOR JOB DESCRIPTION

Job Title: **Human Resources Director**

Job Class: **1628**

Pay Grade: **133**

Effective Date: **August 2024**

FLSA: **Exempt**

Revision Date: **August 2024**

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, and public disclosure programs; conducts a variety of labor relations, grievance handling, and employee relations duties; participates in performing recruiting, classification, training, benefits, and/or other human resources and management functions; advises County officials regarding Human Resources-related matters and 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.
- Implement and develop Human Resources strategies, including workforce planning, talent acquisition, compensation, health and welfare benefits, learning and development, regulatory compliance, safety and wellness, succession planning, and employee/labor relations.
- 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 and program administration to include public disclosure.
- 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 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.
- 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 human resources, and public disclosure matters.

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- Prepares and maintains a variety of departmental records, reports, and documentation.
- Maintain and update the employee handbook and policies and procedures manuals.

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, Business Administration, Public Administration, or a closely related field; AND five (5) years' experience managing and coordinating human resources or public disclosure operations.

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 and public disclosure principles and practices.
- Department operations, policies, and procedures.
- Regulations governing departmental budget activities.
- Knowledge of Washington State laws and rules of procedure related to public record laws.
- 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 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.