

MIDLAND COUNTY JOB DESCRIPTION

HUMAN RESOURCES DIRECTOR

Supervised By: County Administrator/Controller

Supervises: Employees of the Human Resources Department

Position Summary:

Under the direction of the County Administrator/Controller, administers the county's human resources and employee relations program. Coordinates the preparation for the county in the collective bargaining process and is responsible for administering the labor agreements. Represents the county in administrative forums related to employee relations. Coordinates the employment program, administers the wage and salary program, assures all statutory reporting and oversees all other components of the personnel and human relations program.

Essential Job Functions:

An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, planning, and general administration. Develops and implements departmental policies, procedures and regulations. Supervises any assigned employees.
2. Coordinates the preparation for collective bargaining by conducting surveys and gathering data on wages, benefits, and conditions of employment, and developing the county's bargaining position. Serves as spokesperson for the bargaining teams of the county during labor contract negotiations. Interprets and administers the labor agreements.
3. Administers the county's wage and salary program, including conducting salary surveys and researching and developing policies and procedures related to the pay programs and other employee incentives. Oversees the preparation of job descriptions, makes recommendations on requests for job reclassification and evaluates new and existing jobs.
4. Directs and assists benefits and payroll administrative functions and acts as a lead in matters dealing with payroll and employee benefits issues for county employee groups.

5. Represents and acts for the county in various dispute resolution forums related to employee relations, includes responding to employee grievances. Represents the county with outside legal counsel at administrative hearings related to the personnel and labor relations function. Provides research and other support to the legal counsel as necessary.
6. Researches personnel laws and regulations to determine the implications for the county's personnel program. Recommends changes in county forms, procedures and policies in order to ensure compliance and implements changes adopted by the Board.
7. Responds to the more difficult or technical inquiries or problems of employees and managers related to county operations and policies. Interprets and explains policies and procedures to employees and management and attempts to resolve differences.
8. Investigates and advises county department heads on matters such as employee disciplinary issues, sexual harassment issues and other employee relations issues.
9. Oversees the county's employment program, which includes responsibility for ensuring the preparation of job advertisements, screening applications, overseeing the testing of applicants, and referring qualified candidates to the hiring department. Participates in employment interviews at the request of the department head.
10. Participates in the planning and implementation of major changes to the employee benefits program. Works with the Finance Department on benefit issues as appropriate and participates in the decisions on settlements and related issues.
11. Oversees the employee training programs related to human resources, employee relations and related management issues. Coordinates the development and presentations of training programs. Presents training programs in designated areas.
12. Represents the county at a variety of meetings related to human resources.
13. Works with the Finance Department and the County Administrator/Controller in the development of requests-for-proposals for insurances and various contractual services.
14. Serves as Safety Coordinator for the county. Oversees loss control visits to determine risk factors and recommend corrective action. Initiates training programs related to loss control and coordinates related activities.
15. Oversees the centralized maintenance of the personnel records and administration of human resource information systems in accordance with legal requirements. Assures all statutory requirements and required reporting.
16. Performs other duties as required.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the job.

Requirements include the following:

- Master's Degree in human resources management, labor relations, public administration, business administration or related field and seven years of progressively more responsible human resources/personnel administration experience preferably in county or local government.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration, and resource management and the ability to identify and implement new best practices.
- Thorough knowledge of the principles and practices of government operations, federal and state labor law and case law, employee/labor relations, negotiating and settling collective bargaining agreements, grievances, employee benefit plans, worker's compensation, disability and unemployment processes and budgeting and public administration.
- Considerable knowledge of applying local, state and federal laws, rules and regulations, developing and directing labor relations and human resources programs, handling employee grievances, negotiating and preparing contracts, and researching, analyzing and interpreting labor law.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing and making presentations in public forums.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, and the ability to master software utilized in personnel management.

- Ability to attend meetings scheduled at times other than normal business hours.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate. The employee must also travel to other locations in the course of job duties.