

Sevier County Job Description



Title: Human Resource Director	Department: Human Resources
Grade: 28	FLSA Status: Exempt
Job Code: 105	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of **complex administrative, managerial and professional** duties related to planning, organizing, directing and coordinating the human resource system of Sevier County, including classification, compensation, recruitment, selection, employee relations, benefits, training, payroll administration and risk management.

SUPERVISION RECEIVED

Works under general direction from the Sevier County Commission and general supervision of the County Executive.

SUPERVISION EXERCISED

Provides close to general supervision to Human Resource assistants.

ESSENTIAL FUNCTIONS

HR Administration:

- Develops and administers all aspects of the county Human Resource Management functions;
- Develops and implements personnel policies and recommends and implements guidelines and practices;
- Assures completeness and confidentiality of HR records and personnel files;
- Monitors and assures county-wide compliance with federal and state statutes;
- Investigates alleged violations of law and HR regulations and solicits legal opinions in matters of liability;
- Advises the County Commission and Department Heads and makes recommendations regarding personnel matters;
- Serves as representative at County Commission meetings regarding personnel matters;
- Coordinates the decision-making processes related to committee functions and obligations regarding benefits and policy;
- Delivers committee recommendations to the Board of County Commissioners;
- Approves personnel actions and manages record keeping functions related to insurance coverage, pension plan, and human resource transactions such as hires, promotions, transfers, performance reviews, and terminations;
- Makes maintenance and purchasing decisions for equipment, tools, and supplies within department;
- Prepares the department budget and monitors all purchase orders and expenditures;
- Manages county efforts to maintain a drug-free workplace;
- Conducts pre-employment drug screening and coordinates and conducts random drug testing of workforce to assure compliance with various state and federal regulations.

Recruitment and Training:

- Manages county-wide recruitment and selection processes;
- Maintains county website and social network and DWFS job postings for recruitment purposes;
- Determines testing procedures, prepares eligibility lists and certifies finalists in the recruitment process;
- Develops and implements new staff orientation program;
- Directs or performs the preparation of employee separation notices and related documentation, and conducts exit interviews to determine best practices for retention.
- Oversees, develops and implements ongoing mandatory staff training for all staff, i.e., code of conduct, sexual harassment, accident reporting, drugs in the workplace, conflict of interest, etc.;
- Provides training and staff support to supervisors;

Employee relations:

- Assists employees to resolve work related problems and oversees employee relations processes;
- Administers county grievance process and resolves grievances, coordinates the appeals hearing processes and procedures;
- Monitors application of policies to assure fair and consistent treatment of employees;
- Resolves complex issues related to compensation, discipline and discharge;
- Administers county grievance process;
- Directs overall performance evaluation program through department heads and supervisors;
- Develops and implements personnel management rules as required by law;
- Prepares reports and recommends procedures to reduce absenteeism and turnover;
- Directs or performs in the completing of various surveys and reports as required by state and federal agencies in monitoring employment practices and procedures (EEO/AAP), and compensation surveys.

Benefits:

- Plans and directs implementation and administration of benefits programs and acts as a benefit plan administrator;
- Reviews and researches changes in IRS rules and regulations affecting county benefit operations and programs;
- Negotiates contractual relationships with various service providers;
- Serves as county 401 K trustee.

Compensation:

- Develops and oversees county wide compensation programs and pay system and monitors employee pay progression based upon established policy and practice;
- Conducts internal and external studies to assure pay equity and market competitiveness;
- Administers and interprets county merit system and develops and implements personnel management rules as required by law.

Payroll:

- Manages county payroll functions;
- Oversees preparation and balancing of biweekly payroll and reports and processes payroll when needed;
- Oversees timesheet submittal policy and monitors leave practices, overtime practices, etc.;
- Monitors year-to-date records of wages, deductions, taxes and benefits;
- Prepares various reports related to wages, retirement and benefits;
- Maintains computerized payroll files with employee pay rates, withholding allowances, benefit deductions, etc.;
- Informs employees of policies, procedures, and practices affecting payroll;
- Coordinates and resolves payroll problems and questions;
- Instructs County Clerk/Auditor to correct payroll journal entries as needed.

MINIMUM QUALIFICATIONS**1. Education and Experience:**

Graduation from college with a Bachelor's degree in human resource administration, business administration or a related field; and six (6) years of progressively responsible work experience related to the management of human resources, including but not limited to, recruitment and selection activities, benefit program administration and computer-based records management, two (2) years of which must be in a supervisory capacity.

*An equivalent combination of education and experience may be considered.

2. Knowledge, Skills, and Abilities:**Considerable knowledge of**

- Human resource management theory, methods, and practices;
- The legal environment related to human resource management;
- Benefit, retirement, and compensation laws and guidelines;
- Employee classification, compensation and benefits, recruitment, selection, training, and labor relations;
- Departmental operations including applicable laws and regulations;
- Principles of supervision, including evaluation and motivation;
- Federal and state laws as they apply to human resource management practices;
- Benefit costing procedures;
- Training methods;
- Basic computer operation.

Working knowledge of

- Budget development and fiscal accounting principles and practices;
- Risk management and safety practices.

Considerable skill in

- The art of diplomacy and cooperative problem solving;
- Leadership and organizational behavior management;
- Establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, and subordinate staff;
- Basic computer applications

Ability to

- Communicate effectively, verbally and in writing;
- Prepare and analyze comprehensive reports;
- Maintain quality work production while dealing with deadline pressures imposed from within and without the division;
- Make basic decisions where established procedures do not always apply;
- Perform complex mathematical computations;
- Operate personal computer and apply various program applications related to word processing, spread sheets and desktop publishing;
- Develop effective working relationships with supervisor, fellow employees, and the public.

3. Special Qualifications:

- Professional Human Resource certification is preferred;
- Available to respond in emergency situations;
- Sevier County Resident.

4. Work Environment:

- Incumbent of the position performs in a typical office setting with appropriate climate controls.
- Tasks require variety of physical activities, involving some muscular strain related to walking, standing, stooping, sitting, reaching, and lifting.
- Occasional minor lifting generally not to exceed 25 pounds.
- Essential functions require talking, hearing and seeing.
- Common eye, hand, finger dexterity required to perform essential job functions but may be accommodated.
- Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)