

Classification: Human Resources Director

Department: Human Resources

Immediate Supervisor: County Auditor

BRIEF DESCRIPTION OF THE JOB: Oversees operation of the County Human Resources Department with direct responsibility for administration and coordination for the organization’s employment, EEO & DOT drug/alcohol testing programs. Monitors organizational compliance with employment-related state and federal legislation (EEO, ADA, FLSA, FMLA, etc.) Provides policy guidance and support to elected officials and department heads.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent

Percentage
of Time

Strength
Code

1) Administers Human Resources Department activities/operations by developing, refining, and coordinating departmental policies & operating procedures; providing operational guidance/direction to Human Resources Assistant and temporary staff; preparing and submitting annual departmental budget requests; and monitoring expenditures.	25%	L
2) Provides policy guidance and other employment related assistance to elected officials, department heads, and employees by discussing anticipated position openings with elected officials and department heads; obtaining final drafts of proposed job descriptions; reviewing employment status forms to ensure compliance with County Human Resources policies; conducting job classification and reclassification studies; researching employment issues; providing policy guidance and recommendations to elected officials, department heads, and employees; and administering County Human Resources policies.	25%	L
3) Provides employment assistance to job seekers by responding to telephone and in-person inquiries from the general public and current County employees regarding position openings and/or the County’s job application process; and by distributing job descriptions and application forms.	20%	L

Strength Column: S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy

ESSENTIAL FUNCTIONS: (continued)

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent

Percentage
of Time

Strength
Code

<p>4) Prepares reports and recommendations for Commissioner’s Court and State/Federal Regulatory Agencies by preparing and submitting required federal and state EEO reports to appropriate regulatory agencies; researching selected issues; and providing recommendations for court action when requested by Commissioner’s Court.</p>	<p>20%</p>	<p>L</p>
<p>5) Administers County DOT drug and alcohol testing program by scheduling and conducting supervisory training and new employee briefings; providing random testing notifications to department representatives; generating required notices to employees who have tested positive for drugs and or alcohol; and coordinating any subsequent Human Resources actions with department representatives.</p>	<p>10%</p>	<p>L</p>
<p><u>Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</p>		

PHYSICAL DEMANDS

Overall Strength Demands:

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

A. Standing	O	G. Reaching	R	L. Crawling	N	Q. Vision	C
B. Sitting	F	H. Handling	F	M. Bending	N	R. Hearing	C
C. Walking	O	I. Fine Dexterity	C	N. Twisting	N	S. Talking	C
D. Lifting	R	J. Kneeling	R	O. Climbing		T. Foot Controls	N
E. Carrying	R	K. Crouching	R	P. Balancing		U. Other (state)	
F. Pushing/Pulling	R						

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL	DESCRIPTION
Standing	Greet customers and other visitors, and use copier and retrieve files
Sitting	Answer phone, use computer, read, write, etc.
Walking	To offices and nearby county buildings
Lifting/Carrying/ Pushing/Pulling/ Reaching/Kneeling/	Moving file boxes and retrieving files from drawers
Handling	Phones, computer, and paperwork
Fine Dexterity	Use of keyboard and writing
Vision	Reading, computer monitor
Hearing/Talking	Communication with employees, customs, department heads, vendors, etc.

Machines, Tools, Equipment and Work Aids:

Personal computer

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS		
Dirt and Dust	Extreme Temperatures	Noise and Vibration
Fumes and Odors	Wetness/Humidity	Darkness or Poor Lighting

HEALTH AND SAFETY		
Mechanical Hazards	Chemical Hazards	Electrical Hazards
Fire Hazards	Explosives	Communicable Diseases
Physical Danger or Abuse	Other (specify)	

PRIMARY WORK LOCATION		
Office Environment X	Warehouse	Shop
Vehicle	Outdoors	Other:

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	F	Emergency Situations	O
Frequent Change of Tasks	F	Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	O	Working Closely with Others As Part of a Team	O
Tedious or Exacting Work	O	Noisy/Distracting Environment	F

JOB REQUIREMENTS

Formal Education:

Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.

Experience:

Over three years and up to and including five years.

Other Requirements:

Valid Driver's License, Class C.

Reading:

Ability to read and understand requests for information and or action from members of public, other county departments, employees, vendors, and representatives of other public/private sector organizations. Must also be able to read, understand, and apply information garnered from Human Resources policies, trade publications, and court opinions.

Writing:

Ability to generate comprehensive and intelligible policies and answers to requests for information/action.

Math:

Ability to understand basic mathematics, decimals, and percentages

Reasoning:

Work is governed by broad instructions, objectives and policies. Requires the exercise of considerable initiative and independent analytical and evaluative judgement.

Supervisory:

Human Resources Assistant (1)

Clerk (1)

Intern (1)

Managerial:

Ability to manage department, to include effective and efficient use of assigned staff and resources. Planning activities, to include those involved in timely preparation/submission of: department budget, required state/federal EEO reports, departmental response to other requests for action/information.

Interpersonal:

Ability to interact with the public, Elected Officials, department heads, applicants and employees on the phone or in person.

Signatures - Review and Comment

Job Title: Personnel Director

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County as the needs of the County and requirements of the job change.