

# MEDINA COUNTY COMMISSIONERS

## Job Description Director Human Resources Human Resources



### SUMMARY

The Director of Human Resources reports to the County Administrator and has full supervisory responsibility for employees of the Human Resources Department. Directs all central human resource management functions for departments coming under the Medina County Board of Commissioners. The HR Director provides services and resources for the broad range of activities that make up human resource management including: classification, compensation, benefits administration, labor relations, policy and procedure development, training and development, records and systems management, employment, employee relations, performance management, and strategic planning. Ensures the effective operation of the Human Resources Department for compliance with all personnel laws, rules and regulations at the federal, state and local levels.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Develops and/or modifies programs/services/policies/systems in accordance with County needs and objectives and government regulations. Manages day-to-day administration of the HR staff. Plans and administers department-operating budget. Effectively communicates with Board of County Commissioners (BOCC), other elected officials, department heads, staff, and employees, as well as job applicants and outside organizations, frequently regarding highly sensitive personal, financial and/or legal matters. Represents County at State Personnel Board of Review Hearings. Advises employees and managers regarding effective employment relationships. Investigates and recommends direction of disciplinary actions, complaints, grievances, etc. for employing officials.
- II. Participates in labor contract negotiations as a management resource by gathering information and resources and proposals. Provide contract administration and interpretation; provide employees and supervisors with assistance on provisions of contracts and labor relation issues. Assists Labor Counsel and/or assumes responsibility for presenting management's position in contract negotiations, grievance hearings, fact finding hearings, binding arbitration and unfair labor practice hearings. Drafts contract proposals. Compiles information and statistics on the economic proposals of both labor and management. Participates in meetings between labor and management to discuss and attempt to resolve issues of mutual concern. Prepares wage and salary surveys. Serves as resource for management training programs in labor relations. Represents County at State Employee Relations Board Hearings.
- III. Implements and enforces a wide range of personnel policies and procedures. Updates employee policy manual. Administers staff performance appraisal program. Investigates, documents and recommends solutions to a wide range of employee job performance and interpersonal problems, discrimination and harassment complaints, and other employee relations issues. Coordinates and carries-out formal disciplinary hearings, procedures and dismissals. Keeps abreast of current developments in government regulations, court decisions, and personnel practices. Advises on various personnel problems, hears grievances, explains and interprets policies. Advises employees and managers regarding effective employment relationships. Investigates and recommends direction of disciplinary actions, complaints, grievances, etc. for employing officials.

Class #: 64631C    Class Title: Personnel Officer 1    Position Control #: 10410.0    Normal Working Hrs from : 8 a.m. to 4:30 p.m.  
County of Employment: Medina    Working Title: Director Human Resources    Pos # & Title of Supervisor: 08121 - County Administrator

- IV. Determines job classification and groupings, FLSA exemption status, recommends salary levels substantiated by internal and external equities. Assists departments to define essential functions through job analysis and the development of position descriptions. Conducts research and salary surveys to recommend salaries to the BOCC. Administers and maintains annual salary schedules, reclassifications, and cost of living adjustments. Counsels the BOCC in the development of a county-wide class/comp plan.
  
- V. Coordinates and/or develops training programs for the benefit of Medina County elected officials, department heads and supervisory staff on HR laws, policies & procedures, and best practices. Implements training and informational programs for staff related to issues of hiring practices, discriminatory harassment, interviewing skills and the like. Develops, coordinates, and conducts staff training and development programs for all personnel functions, management principals, rules, policies and procedures. Confer with department heads concerning HR forecasting and planning, organizational development and goal setting with periodic assessments of progress and attainment.
  
- VI. Assures management of unemployment and workers compensation claims are carried out. Meets with TPA and MCO representatives to assure effectiveness of contracted services. Prepares a variety of required government reports. Prepares a variety of internal administrative/management reports. Serves as the County's Equal Opportunity/Affirmative Action Officer. Oversees and coordinates compliance with relevant fair employment practice laws. Maintains Human Resources web site.
  
- VII. Performs other duties as assigned.

**Class Title/Position Number of Position(s) Supervised:**

Personnel Officer 3	64623C
Human Resources Aide	64610C

Department Director: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

Appointing Authority: \_\_\_\_\_

Date: \_\_\_\_\_

	<b>KNOWLEDGE ^ SKILLS ^ ABILITIES</b>	<b>PRINCIPLE DUTIES</b>
Knowledge:	<ul style="list-style-type: none"> <li>(1) Practices/Principles of public personnel administration;</li> <li>(2) Principles/Principles of organizational management;</li> <li>(3) Extensive knowledge of human resource management issues, policies, programs, and regulations, including experience with recruitment and selection, classification and compensation, employee relations, performance management, FMLA equal employment opportunity, affirmative action, and ADA.</li> <li>(4) Computer software applications;</li> <li>(5) Civil Service rules and County personnel policies*;</li> <li>(6) Pertinent local, State, &amp; Federal laws/regulations;</li> <li>(7) Collective bargaining laws, regulations, &amp; procedures in the public sector;</li> <li>(8) Procedures of dispute resolution;</li> <li>(9) Techniques of contract negotiation;</li> <li>(10) Design and utilization of salary surveys;</li> <li>(11) Techniques of data collection and interpretation;</li> </ul>	<p>Classification, compensation, benefits administration, labor relations, policy and procedure development, training and development, records and systems management, employment, employee relations, performance management, and strategic planning</p> <p>Disciplinary hearing procedures;</p> <p>Personnel policies &amp; gov't regulations;</p> <p>Fair employment practice laws;</p> <p>Management principals, rules, policies and procedures;</p> <p>HR laws and best practices pursuant to ORC and OAC;</p>
Skills:	<ul style="list-style-type: none"> <li>(12) Read/analyze/evaluate/ summarize written materials &amp; statistical data;</li> <li>(13) Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations;</li> <li>(14) Write &amp; prepare meaningful reports &amp; memorandum;</li> <li>(15) Possess flexibility &amp; personal integrity;</li> <li>(16) Establish &amp; maintain effective working relationships;</li> <li>(17) Effectively deal with people at all levels;</li> </ul>	<p>Communicate w/ elected officials, dept. heads, staff, and employees;</p> <p>Manage day-to-day administration of HR staff;</p> <p>Labor contract negotiations;</p> <p>Contract interpretation;</p> <p>Resolve issues of mutual concern between labor and management;</p>
Ability:	<ul style="list-style-type: none"> <li>(18) Apply principles &amp; practices of public personnel administration;</li> <li>(19) Learn new programs as technology advances;</li> <li>(20) Supervise/consult/advise;</li> <li>(21) Meet deadlines during varying workload periods;</li> <li>(22) Work in multiple program areas simultaneously;</li> <li>(23) Observe, identify and problem-solve;</li> <li>(24) Understand, interpret and explain County policies and procedures laws, rules, regulations, and contractual provisions/proposals*;</li> <li>(25) Maintain accurate records;</li> <li>(26) Work with various cultural and ethnic groups in a tactful and effective manner;</li> <li>(27) Communicate clearly and concisely, both orally and in writing;</li> </ul> <p>*Learned after employment</p>	<p>Provide broad range of activities that make up human resource management;</p> <p>Comply with personnel laws, rules &amp; regulations at federal, state, local levels;</p> <p>Develop/modify programs, services, policies, &amp; systems in accordance with County &amp; government regulations;</p> <p>Review/analyze issues &amp; recommend appropriate action;</p> <p>Represent County at SPBR/SERB Hearings;</p> <p>Investigate, &amp; recommend solutions to wide range of employee job performance &amp; interpersonal problems, discrimination and harassment complaints, and other employee relations issues;</p> <p>Coordinate-develop training programs for elected officials, department heads &amp; supervisors;</p>

## **MEDINA COUNTY POSITION DESCRIPTION ADDENDUM**

### QUALIFICATIONS

- 1) Bachelor's (Master's degree preferred) degree in business, personnel administration, or other appropriate discipline, Certification in Human Resources field preferred (PHR, SPHR).
- 2) Seven (7) to nine (9) years of relevant human resource management experience, or a combination of education and experience from which comparable knowledge and skills are acquired; three (3) years of which must have been in a supervisory or managerial position and a minimum of one year in the public sector
- 3) Valid Ohio driver's license, clean driving record and proof of adequate vehicle insurance.
- 4) proficient in WORD and EXCEL and in computerized data management.

### **COMPETENCIES / ESSENTIAL FUNCTIONS**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Intermittently twist and reach office equipment.
- Write and use keyboard to communicate through written means; run errands; lift light weight.
- Regularly required to talk or hear, stand, walk, use stairs, sit; use of hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Access to automobile, maintain insurance & travel independently in changing weather conditions.
- Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from county employees/agencies or members of the general public.
- Requires independent decision making according to a variety of prescribed policies, procedures, laws and regulations.
- Working knowledge and demonstrated proficiency of principles of governmental organizations and public personnel administration.
- Working knowledge of contract administration and negotiations.
- Knowledge of fiscal programming and budgeting processes necessary to manage and to ensure that budget constraints and program timelines are met.
- Demonstrated skill in public relations activities to include public speaking before large groups, conduct training sessions, writing media releases, articulating County and department goals and projects to staff, the media, the Board of County Commissioners and other governmental officials.
- Ability to stay abreast of current literature, trends and developments in the human resource and government management fields.
- Ability to build collaborative relationships and coalitions among elected and appointed officials, supervisory and managerial staff, and employees.
- Ability to communicate effectively orally and in writing.

- Ability to represent Medina County in all forums and gatherings.
- Ability to establish and maintain effective working relationships with County officials, other local governmental officials, employees and the public. Communication skills are equally effective with the Board of County Commissioners as they are with peers, staff and others.
- Ability to work under stress and pressure and respond to crisis or emergency situations; ability to physically perform the essential functions of the position.
- Most work will be accomplished in an office environment but will include field visits to offices, work sites and projects.
- Hours of work are as necessary to accomplish the director's responsibilities in leading the department. They will often be longer than normal office hours, will often include evenings, weekends and holidays and regular attendance is a high pre-requisite to maintaining the position.