



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Director, HR & Risk Mgmt.</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>County Commission</u>	FLSA: <u>Exempt</u>	DATE: 08/2013
DEPARTMENT: <u>Human Resources</u>	JOB CODE: 100	

DEFINITIONS:

With general direction, plans, directs, supervises and coordinates County personnel administration activities, administers employee benefits, workers' compensation, general liability insurance and loss control programs, establishes goals and organizes resources to best meet the needs of the various offices and departments, develops budgets, authorizes spending and serves as the administrative authority for personnel in the Human Resources & Risk Management Department.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Consults with administrative authorities and managers regarding personnel administration issues and offers recommendations; interprets personnel policies, rules and regulations; researches and analyzes personnel-related issues for the County Commission; makes recommendations as appropriate; drafts policies and procedures.

Manages and acts as the administrative authority for the HR and Risk Management Department.

Oversees and administers the County's risk management, safety, workers' compensation and employee benefits programs; reviews current insurance coverages and applicable legal requirements to determine any necessary changes; makes purchasing recommendations and manages various liability, property and specialty insurance policies; develops recommended policies and procedures for loss prevention and risk control.

In coordination with the County Counselor, assists in the handling of litigation and acts as liaison with the County's insurance carriers and any outside counsel.

Processes employee complaints, provides performance counseling and other personnel-related advice to administrative authorities.

Chairs the Personnel Advisory and Job Classification Committees; establishes and publishes agenda; supervises agenda item material preparation and distribution; drafts or supervises the drafting of minutes, correspondence, policies and procedures. Responsible for the Personnel Policy Manual.

Participates in negotiations with bargaining units.

Serves as an expert in the areas of talent management, employee relations, compensation and benefits, process improvement, talent acquisition and human resource information systems.

Supervises full-cycle recruitment functions including but not limited to the preparation of job postings and advertisements in newspapers, magazines and various online resources, applicant screening against minimum and preferred qualifications, interview management, reference checking, job offers, salary negotiations, employment verification, drug screening, background investigations and any other required applicant appointments.

Effectively oversees the maintenance of an applicant tracking system, develops draft questions for structured interviews as needed and coordinates and conducts new employee orientation sessions. Establishes and maintains a presence at various employment fairs and answers questions from the public regarding job openings, benefits and other personnel matters.

Supervises the maintenance of an applicant database and the preparation of monthly reports to the Commissioners. Conducts research on personnel, risk management, training and other relevant issues and prepares a variety of statistical and administrative reports.

Strategically partners with administrative authorities to proactively manage complex business issues including legal/employee relations and regulatory compliance. Reviews proposed disciplinary action, assists with employee investigations and administers and maintains employee classification and compensation functions, records and data. Coordinates the selection of topics and speakers for various employee training programs.

Completes salary and benefits surveys, monitors the maintenance of HR information on the County's web site and coordinates employee benefits fairs.

Advises the Commission and administrative authorities regarding various federal and state employment laws, regulations, standards and guidelines. Manages on-site drug and alcohol testing programs for the Public Works and Sheriff's Departments.

Develops and adheres to departmental staffing, revenue and/or expense budgets. Drafts budget revision requests, invoices and quarterly budget sheets and authorizes payments and verifies balances. Responds to changes in the business that might affect the ability to achieve the budget goals.

MINIMUM QUALIFICATIONS:

1. Comprehensive knowledge of the principles and practices of human resources and public risk management.
2. Ability to effectively analyze factors concerning risk, liability, safety and occupational hazards.
3. Ability to establish and maintain effective working relationships with the commission, elected officials and other department directors.
4. Effectively communicates complex issues orally and in writing to employees and leaders at all levels.
5. Skill in providing relevant and meaningful deliverables to various stakeholders which recognizes the individual needs of the various offices and departments.
6. Comprehensive knowledge of County, state and federal statutes, codes and regulations related to employment and employee relations.
7. Knowledge of research methods and practices.
8. Experience administering employee benefits, talent acquisition, job classification and compensation analysis.
9. Skill in identifying and resolving problems.
10. Ability to plan, organize, budget and manage large projects impacting multiple offices and departments.
11. Ability to establish and maintain effective working relationships with other employees, County offices, County departments and the general public.
12. Skill in hiring, training, managing and evaluating staff.
13. Skill in negotiating resolution of employee grievances.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)