



CLASS SPECIFICATION

Class Title:	<u>Director, Human Resources</u>	Class Code:	<u>8065</u>
Department:	<u>Human Resources</u>	Eff. Date:	<u>1/1/82</u>
Merit Status:	<u>Exempt</u>	Grade:	<u>36</u>
FLSA:	<u>Exempt</u>	Revised:	<u>8/6/20</u>

GENERAL PURPOSE

This is an appointed (at-will) position under the administration of the Davis County Commission. Under broad policy guidance and direction from the Commissioners, performs professional administrative and supervisory work in directing the Davis County Human Resources (HR) and Risk Management functions. In addition, the HR Director oversees the administration of the County Legal Defender Program and Davis County's Pretrial Services.

EXAMPLE OF DUTIES: (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

- Demonstrates leadership and advocacy for the organization which is Davis County, its departments, its mission, its programs and, particularly, its employees.
- Administers, directs and supervises all HR functionality within County departments including, but not limited to, recruitment and selection; compensation, payroll, benefits (including retirement, health, dental, cafeteria plan, leave programs); position classifications system; workers compensation; performance management and training; wellness programs; equal employment opportunity; employee relations, grievance protocols, employee onboarding and separation; employee performance evaluation programs and records management.
- Presents recommendations to and advises the Board of County Commissioners and the Career Service Merit Council on human resources matters, risk management matters, organizational and administrative matters. Administers the provisions of the Davis County Merit System Ordinance of human resources administration and the rules and regulations promulgated thereunder, including the Personnel Policies and Procedures.
- Formulates and recommends policies and procedures to govern all phases of human resources administration and employee relations; implements, interprets, and enforces County policies and procedures.
- Consistent with state statute and county ordinance, develops and maintains effective and compliant recruitment and selection programs; directs the certification of candidates from eligible lists; directs recruitment and employment screening procedures and testing; ensures proper maintenance of personnel registers.

- Prepares and recommends position classification and pay plans; directs salary and wage surveys and develops recommendations regarding the County's salary structure; monitors and reports consumer price index impact on cost of living adjustments.
- Ensures compliance with relevant Federal, State, and County laws, rules, and regulations; ensures compliance with Affordable Care Act shared responsibility and reporting requirements.
- Prepares and presents annual compensation analysis to the Budget Committee including compensation trends and benchmark analysis. Prepares and presents HR departmental budget requests; analyzes and controls current expenditures.
- Establishes and maintains centralized employee records system; ensures integrity of the same.
- Supervises the Human Resources Office staff; hires and trains employees; assigns and monitors work; approves leave requests; evaluates performance in compliance with County policies, procedures and practices.
- Oversees and advises administrative officers regarding employee matters including discipline; ensures disciplinary actions are sustainable and fair, assists departments with the preparation of disciplinary documents, reviews final disciplinary documents in partnership with the County Attorney's Office and administers grievance procedures.
- Directs and supervises Risk management function and activities; reviews and considers improvements and alternative approaches to risk management issues; oversees the development, implementation and monitoring of county-wide cost-effective risk, accident and loss reduction programs. Analyzes empirical and statistical data to assist departments reduce liability and workers compensation losses.
- Oversees the Davis County Legal Defender Program; assists with budget preparation; negotiates contracts; schedules and attends regular meetings to ensure contract compliance, effective administration and service delivery.
- Oversees the Davis County Pretrial Services Program, assists with budget preparation, supports staff selection, supports the Pretrial Services Coordinator, schedules and attends regular meetings to ensure effective administration and service delivery.
- Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- Graduation from an accredited college or university with a Master's Degree in Public Administration, Business Administration, Human Resource Management, or a closely related field; and,
- Six (6) years of full-time paid professional HR experience in a leadership role, three (3) years of which must include supervising professional HR staff. An acceptable combination of education and experience may be considered.
- Must have experience with HR service delivery in a state government, local government, or higher education environment.

2. Special Qualifications:

- Must pass a criminal history background investigation.
- Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).
- Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills, and Abilities.

Thorough knowledge of:

- Effective communication orally and in writing. Professionally communicate via correspondence, reports, contracts, and other documents using proper grammar, punctuation and spelling.
- Principles and practices of local government human resources administration; compensation practices and administration; benefits administration; payroll systems and administration; position classifications systems; merit system principles, practices, and application; job analysis.
- Principles and practices of effective management and team building.
- Affordable Care Act (ACA) shared responsibility and reporting requirements.

- Federal and state employment laws, rules, and regulations related to human resources administration, including EEOC and affirmative action regulations.
- Davis County Policies and Procedures and Merit System Ordinance; County organization and functions; Davis County financial policies, procedures, and practices.
- Budget preparation and compliance.
- Workers compensation; risk management activities, concepts, and practices; federal and state insurance requirements and limitations.

Working knowledge of:

- Davis County Legal Defender Program and contract requirements.
- Information management systems and applications used in HR processes including payroll, benefits, employee records, workers compensation, etc.
- Public relations concepts.

Skill in:

- Leadership practices and human relations.
- Composing a variety of documents.
- Operating all applicable computer hardware and software applications including Microsoft Excel and Word.
- This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to:

- Exercise sound independent judgment, make sound decisions, and convey prudent advice to departments; work effectively under pressure.
- Direct, supervise, assign, and evaluate the work of others; address performance problems; initiate and impose disciplinary action as necessary.
- Facilitate group processes; build consensus among competing interests; conduct group training.
- Efficiently analyze and solve complex problems.

- Appropriately receive and respond to sensitive interpersonal problems; maintain confidentiality.
- Formulate and administer policies and procedures to govern all phases of human resources administration; implement, interpret, explain, and enforce applicable employment laws and County policies and procedures.
- Establish and maintain effective working relationships with elected officials, department directors, HR staff, and employees in other departments, other agencies, and the general public.
- Negotiate contracts and agreements.
- Respond to emergency and non-emergency situations before and after regular work hours.
- Work for sustained periods of time maintaining concentrated attention to detail.
- Coordinate multiple tasks efficiently.
- Perform complex mathematical computations.
- Follow written and oral instructions.
- Communicate effectively (orally and in writing).
- Lift, carry, push, pull, or otherwise move objects weighing up to 30 lbs.