

COUNTY OF COLUSA

Established: 02/01/2011

Revised: 02/04/2020; 12/09/2014

Salary Range: UDH35

FLSA: Exempt

HUMAN RESOURCES DIRECTOR

***Disclaimer:** Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.*

POSITION PURPOSE:

Under the administrative direction of the County Administrative Officer, plans, organizes, and administers the County Human Resources program; ensures compliance with all applicable federal and state regulations; provides highly responsible and complex human resources support to the Board of Supervisors and department heads.

SUPERVISION RECEIVED:

Receives general administrative direction from the County Administrative Officer.

SUPERVISION EXERCISED:

Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Held in Common:

Supports the Mission of the County and its elected and appointed officials.
Exhibits the duty of loyalty to an employer's representatives.

Provides courteous and timely service to the public as the ultimate employer.

Works cooperatively with other county employees.

Essential Job Specific Duties:

Directs the County human resources programs, including recruitment, selection, testing, classification, compensation, and affirmative action/equal employment opportunity.

Coordinates labor relations activities, interprets memoranda of understanding, and assists with grievances and layoffs.

Provides personnel advice and assistance to the County Administrative Officer, department heads, and employees.

Recommends and develops HR policies, regulations, and practices for the County and others.

Supervises, trains, and evaluates staff.

Other Job Specific Duties

Maintains confidential personnel records.

Performs special projects as directed by the County Administrative Officer.

Prepares a variety of personnel related presentations and reports to the Board of Supervisors and others.

Responds to public inquiries and concerns.

Prepares a variety of reports to comply with federal, state, and local personnel laws and requirements.

Develops and monitors department budget.

Represents the County in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public.

Performs related duties as required.

REPRESENTATIVE COMPETENCIES AND QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.

Knowledge of:

Principles and practices of public human resources administration.

Principles and practices of labor relations, collective bargaining, government insurance programs and contract administration.

Merit system administration and departmental operating requirements.

Federal, state, and local laws, statutes, regulations and policies.

Principles and procedures of budget preparation and administration.

Methods involved in recruitment, testing, compensation, administration, equal employment opportunity and negotiations.

Statistical and reporting methods used in administrative and personnel work.

Government organization and content of a wide variety of positions common to public agencies.

Principles of supervision, training, and performance evaluation.

Modern office procedures and equipment including computers.

Word processing and other related software applications.

Ability to:

Interpret and apply policies, procedures, laws and regulations.

Evaluate and analyze improvements in operations, procedures, policies, or methods.

Collect and effectively analyze data.
Select, supervise, train, and evaluate staff.
Work cooperatively with those contacted in the course of work.
Develop, administer, and monitor budgets.
Communicate effectively verbally and in writing.
Work with accuracy and attention to detail.
Operate and use modern office equipment.
Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelors degree with major course work in human resources, public or business administration, or a closely related field.
- Three (3) years of progressively responsible human resources experience involving the direction of and policy determination for comprehensive human resources programs in a public agency; five (5) years experience in a public agency preferred.

WORKING CONDITIONS:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

- Sit for extended periods of time.
- Stand, walk, and bend.
- Hear and speak both in person and on the telephone.
- Use hands and fingers to operate office equipment.
- See well enough to read documents and operate office equipment.
- Lift and move up to 25 pounds.

The County of Colusa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Colusa County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer