



JOB DESCRIPTION

HUMAN RESOURCES DIRECTOR

Department: Human Resources

Reports To: County Manager

Classification: Exempt

Salary Grade: \$110,656 - \$147,326

Summary

The Human Resources Director is directly responsible for the overall administration, coordination, and evaluation of the human resource function. The primary duties of this position are to plan, direct, and coordinate human resource management activities for the County.

This role involves creating strategic plans to maximize and maintain HR core functions, which include compensation, performance management, recruitment and selection, policy and procedure development, training and development, and regulatory compliance. The HR Director oversees the HR department, ensuring alignment with strategic objectives and compliance with policies and regulations.

The HR Director will provide HR counsel to the County Commissioners, Department Heads, and employees. This role requires extensive knowledge of employment laws and human resource regulations and practices, including compensation, benefits, employee/labor relations, disciplinary practices, and grievance handling.

Essential Job Functions

Strategic Planning and Development:

- Develop and implement HR strategies, including workforce planning, talent acquisition, compensation, health and welfare benefits, learning and development, regulatory compliance, safety and wellness, succession planning, and employee/labor relations.
- Develop human resource financial strategies by estimating, forecasting, and anticipating requirements and trends. Develop the HR budget, measuring and analyzing results, and initiating corrective actions.

Policy and Procedure Management:

- Develop, recommend, and implement personnel policies and procedures; maintain and update the employee handbook and policies and procedures manuals.
- Ensure compliance with all federal, state, and local employment laws and regulations, including, but not limited to, Federal and Oregon leave laws

Employee Relations and Counseling:

- Provide counsel and coaching on HR-related matters and policies, identifying root causes and recommending solutions.



JOB DESCRIPTION

- Conduct investigations on employee relation issues, advising management on resolutions and consulting with County Counsel and pre-loss attorneys as needed.
- Maintain confidentiality of privileged information.
- Assist with employee discipline and ensure county policies and procedures are applied fairly.

Compensation and Benefits:

- Manage the compensation program and participate in the compensation review committee.
- Update job descriptions, ensuring consistency throughout the organization and alignment with the salary schedule.
- Coordinate with the Payroll/Benefits Administrator regarding employee benefits (Payroll and Benefits is currently located in the Finance Department).

Performance Management:

- Oversee the performance evaluation system, providing training to managers on performance evaluations, goal setting, and employee development planning.
- Administer performance management to ensure consistency and equity throughout the County.

Recruitment and Onboarding Oversight:

- Oversee the recruitment and selection processes to ensure alignment with best practices and compliance with laws and regulations.
- Supervise and direct employees in the HR department, who help handle the day-to-day coordination and recruitment processes for all roles.
- Oversee and manage the onboarding process to ensure it is current with trends and best practices. Oversee the implementing and managing the day-to-day onboarding activities.
- Ensure all required pre-employment screenings and tests are completed.

Training and Development:

- Develop, implement, and manage training programs based on the overall needs of the County.

Other Duties:

- Own the integrity and success of the HRIS system.
- Oversee the offboarding process, including exit interviews as necessary.
- Assist department heads, managers, and county consultants with union bargaining.
- Responsible for managing and maintaining all personnel files.
- In coordination with other departments, ensure all relevant insurances are maintained (e.g., workers compensation).



JOB DESCRIPTION

Competencies

- Business Acumen: Understands and applies HR business principles.
- Communication: Excellent verbal and written communication skills.
- Consultation: Strong interpersonal, negotiation, and conflict-resolution skills.
- Critical Evaluation: Analytical and critical thinking skills.
- Cultural Awareness: Demonstrates cultural awareness in all interactions.
- HR Expertise: Extensive knowledge of employment laws and regulations.
- Leadership & Navigation: Ability to lead and navigate the HR function.
- Relationship Management: Builds and maintains strong relationships.
- Ethical Practice: Upholds ethical standards in all HR activities.
- Strategic Thinking: Develops and implements HR strategies.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers, photocopiers and smartphones.

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 this job.

While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision and ability to adjust focus. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. Must have the ability to lift up to 25 lbs.

Position Type and Expected Hours of Work

This is a full-time on-site position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Travel

Little to no travel is expected for this position, except for occasional training.

Required Education and Experience

- Bachelor's degree in human resources or related field; or equivalent work experiences
- Minimum 6 years of progressive Human Resources experience
- SHRM-CP certificate required

Preferred Education and Experience

- SHRM-SCP, PHR, SPHR Certification preferred
- HRIS software experience



JOB DESCRIPTION

Additional Eligibility Requirements

Able to complete a thorough employment and/or criminal history check. Final candidates will be required to provide official proof of college degree and certified transcripts (not required for all positions).

Safety Sensitive Requirements

This position is not considered to be a safety sensitive position.

AAP/EEO Statement

This position is 'at-will', and either Crook County or the employee may terminate the relationship at any time with or without cause. Crook County is an equal opportunity employer.

Other Duties

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This job description is not intended to be construed as an exhaustive list of all the responsibilities, duties and skills required. Duties, responsibilities and activities may change at any time with or without notice as needed by the role and county.

Signatures

The employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Print Name: _____

Date: _____

Employee Signature: _____

Date: _____

Supervisor/HR Signature: _____

Date: _____