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EXEMPT (Y/N): Yes  
DEPARTMENT: Human Resources  
SUPERVISOR: Board of Commissioners  
UNION (Y/N): No

JOB CODE: CSC Exempt  
CLASSIFICATION: 510  
SALARY RANGE: E08  
LOCAL: NA

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**GENERAL STATEMENT OF DUTIES:** Responsible for professional performance and administration of the Human Resources Department for Columbia County. Responsible for planning, organizing and directing the activities of the Department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure maximum compliance and to protect the public health and safety. Plan, organize and direct all Departmental activities, including those with other governmental units and private organizations. Work directly with a wide range of community groups, public and private sector officials, County employees, individual citizens and as part of the County management team.

Promote excellence, dependable performance, responsible customer services, pride, initiative, commitment, cooperation, safety and a team approach throughout the Department. Evaluate and define Departmental programs and policies along with the development of budget proposals in accordance with the vision of the County as articulated by the Board of County Commissioners. Supervise staff of professional, technical and office support staff and hold them accountable for results.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Coordinate and supervise classification reviews and compensation surveys. Conduct job analyses, prepare job descriptions and specifications, conduct salary and fringe benefit surveys and recommend salary placements for new positions or reclassifications.

Research, develop and recommend for adoption by the Board of County Commissioners personnel policies and procedures. Ensure compliance with applicable state and federal regulations. Recommend changes or innovations where desirable or necessary. Ensure proper maintenance of personnel records and files.

Consult with and advise managers and supervisors regarding County personnel policy and labor contract issues, performance evaluations and employee discipline and grievances.

Represent the County in all aspects of labor relations. Develop collective bargaining strategies. Serve as lead negotiator during bargaining sessions. Receive and resolve grievances. Meet with, discuss issues and resolve concerns of local and council level union representatives.

Coordinate recruitment, selection, promotion and placement of qualified applicants for vacancies. Coordinate relevant processes with Columbia County Civil Service Commission. Serve as Chief Examiner to the Civil Service Commission. Plan and supervise administration of new employee orientation programs.

Develop and coordinate training programs to meet the needs of County employees.

Administer the County's affirmative action program and serve as Affirmative Action Officer.

Implement policies, programs and procedures; investigate and resolve instances of possible abuse and charges of discrimination and equal employment problems. Coordinate administration of County safety, recreation and health and welfare benefit programs.

Ensure contractual compliance from vendors.

Coordinate recruitment, training and safety programs with other governmental agencies, when appropriate.

Serve as County Risk Management Officer. Chair insurance review committee.

Oversee Workers' Compensation program activities. Review current Workers' Compensation claims and work with insurance carrier to arrange for disposition of such claims.

Serve on the County Safety Committee. Participate in the process of developing safety programs/policies; ensuring compliance with OSHA regulations; developing safety training program.

Serve as Co-Administrator for the County's personal computer network. Research and install software applications. Trouble shoot computer problems. Develop training program for computer users. Plan and implement the development of the County's computer technology system.

Act as interim manager when necessary for other County departments.

Conduct investigations of personnel when necessary. Monitor and assist in the defense of any employment related claims against the County.

Formulate and present departmental budget for review by Board of County Commissioners. Monitor and manage fiscal operations of the Department to remain within budgetary constraints.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures. Ensure departmental compliance with County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Directly supervise 2-5 employees. When necessary, supervise the staff (2-16 employees) of other County departments in the role of interim manager.

- Ensure that Department plans and goals are effectively communicated throughout the Department so that individual work plans maintain progress toward Department goals.

- Fulfill role as appointing authority for Department to ensure the hire of qualified candidates. Ensure that each Departmental employee receives written, clearly stated goals and expectations.

- Ensure that each Departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.

- Conduct regular, formal and informal, evaluations of Departmental employees.

- Provide training opportunities for Departmental staff.

- Diagnose organizational needs, designing approaches and facilitating interventions to

optimize Departmental communication, cooperation, teamwork, participation and results.  
■ Discharge all supervisory responsibilities in accordance with the County's policies and procedures, collective bargaining agreements, and State and Federal laws.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the Board of County Commissioners and is reviewed jointly by the Board and Director through conferences, reports and the effectiveness of programs in accomplishing Departmental goals and objectives.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a four year university education in business/public administration, personnel/human resources management or related field; Four years progressive human resource management experience, preferably within the public sector. Any satisfactory combination of experience and training may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Equivalent to a graduate degree in business or public administration with an emphasis in human resources management. Certification as a Novell Administrator.

**KNOWLEDGE, SKILL AND ABILITY:** Broad knowledge of human resource management policies, procedures and practices, state and federal laws applicable to public personnel, equal employment opportunity, labor relations, and salary and benefit administration fields. Knowledge of developing and providing training programs for employees. Extensive knowledge of management principles and practices of human and financial resource management.

Knowledge of personal computer network systems (preferably Novell), their development and operation. Broad knowledge of various software applications programs, including word processing, spreadsheets, and electronic mail.

Ability to:

- Plan, implement, and evaluate Department activities based on policy guidelines, regulations and laws.
- Think conceptually and quickly get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt flexibly to change or new situations and acknowledge and work through conflict openly. Accept responsibility and be able to work well with ambiguity.
- Model the positive behavior desired in others and promote collaboration and shared responsibility for Departmental success. Look for opportunities for people to contribute, develop skills, take responsibility and be trusted.
- Develop and maintain harmonious and effective working relationships with employees,

other agencies, County officials and the general public.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.