

Director of Human Resources**GENERAL SUMMARY**

Under the administrative direction of the County Administrator, performs highly responsible administrative, professional, and managerial work involving the leadership and direction of Human Resources for 500 employee, 35 departments, and 13 labor groups.

This is a key position in the county management team that directs and administers the County's human resources and employee relations programs. Coordinates the employment programs oversees the administration of the employee benefits and wage and salary programs, strategic initiatives, and oversees other components of the personnel programs. May serve as spokesperson and/or directs the County's collective bargaining processes and represents the County in administrative forums related to employee relations. Reports directly to the County Administrator.

This position may require irregular hours and the ability to attend night Board of Commissioner meetings. Employee may also be required to work on-call in an emergency. This position may require travel by the employee in the employees' own vehicle

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Acts as a strategic advisor to the County Administrator on a wide variety of human resource issues, including policies, labor negotiations, labor/employee relations issues, benefits, performance management issues and organizational design and development.
- Coordinates the preparation for the collective bargaining process and works with the Administrator to develop the County's bargaining positions. Serves as spokesperson of the bargaining team of the County. Interprets and administers collective bargaining agreements for thirteen bargaining groups.
- Administers human resources programs, including procedures required by the County's policies, employee handbooks, and collective bargaining agreements. Directs and participates in the implementation of the pay plan and employee benefits program's including worker's compensations, unemployment benefits, liability insurance, health insurance and related employee benefit programs. Researches and recommends changes in employee benefit programs as appropriate.
- Oversees the administration of the employee benefit programs and deals with carriers and administrators.
- Administers the wage and salary program, including conducting or directing the conduct of salary surveys and researching and developing policies and procedures related to the pay program. Oversees the preparation of job descriptions, makes recommendations on requests for job classification and evaluates new and existing jobs.
- Reviews and discusses workforce concerns with representatives of employee organizations. Analyzes labor problems and seeks to effect measures to resolve such problems before they reach grievance proportions in both bargaining and non-bargaining units.
- Participates in initial grievance procedures if appropriate and may investigate and hear/process employee grievances. Processes cases to arbitration as is appropriate, working with legal counsel.
- Represents the County in administrative litigation and hearings. Works with legal counsel

as necessary to ensure appropriate representation in civil litigation and legal actions.

- Conducts research on special projects; prepares reports; prepares and supervises public and employee relations functions.
- Oversees and participates in the research of personnel laws and regulations to determine the implications for the County personnel program. Ensures that the county is following all federal and state laws, as well as all personnel policies adopted by the Board of Commissioners
- Responds to employees and managers on questions regarding County operations and policies. Interprets and explains policies and procedures to employees and management and attempts to resolve differences.
- Coaches and advises managers on matters such as organizational design and departmental reorganizations, employee disciplinary issues, sexual harassment issues, contract and policy matters, and other employee relations issues and conducts investigation related to same.
- Oversees the County's employment program. Tracks and analyzes employee turnover. Assists with hiring of key positions.
- Oversees and participates in the development of requests for proposals for insurances and various contracted services.
- Participates in leadership and continuous process improvement programs and other strategic organization initiatives.
- Develops and/or maintains departmental budget and participates in overall County budget processes on human resources related issues.
- Prepares and presents agenda items, collective bargaining reports and other presentations to the County's Board of Commissioners as needed.
- Participates in and contributes to a wide variety of management discussions and decisions as part of the county management team.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's Degree in human resources management, labor relations, or business or public administration with substantial coursework on human resources management and/or labor relations. Master's Degree in human resources, labor relations, or related field preferred.
- Minimum six year progressively more responsible experience in human resource administration of which three years must have been in supervisory capacity. Previous experience leading collective bargaining processes and labor contract administration is required.
- Public sector human resources management experience and professional certification (PHR, SPHR) desirable

CERTIFICATIONS, LICENSES (minimum requirements)

- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (legal or contractual pre- employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- This position works in an office environment and may be required to lift/move up to 25 pounds (such as a box of paper). May also be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle or feel.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Advanced proficiency in English grammar, spelling, punctuation.
- Advanced knowledge of federal, state and local legislation, regulations, and ordinances relevant to the department
- Advanced knowledge of the procedures, policies, practices, and fields of knowledge specific to the department
- Knowledge of governmental accounting, budgeting, financial management, and procurement
- Thorough knowledge of County functions, organization, and the department's role and relationships with other agencies/jurisdictions
- Understanding of the County's culture, mission, and organizational dynamics
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of supervisory and employee management principles, as well as knowledge of labor relations and union contract negotiations.
- Knowledge of applicable employee rights, protections and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Skill in crisis management, including the management of critical incidents
- Ability to work in a unionized environment; ability to negotiate and facilitate

Grand Traverse County, MI

Job Description

labor/management issues; ability to make tough personnel decisions firmly, fairly, and respectfully

- Ability to lead with vision and demonstrate strong leadership qualities
- Ability to take initiative and drive organizational excellence
- Ability to develop and implement managerial policies and prioritize the needs of the department
- Ability to develop and execute strategic plans, champion and manage change, and articulate County leadership's priorities
- Ability to identify and resolve problems that may impact the mission of the department and the County.
- Ability to appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County
- Ability to persuade others in order to gain concurrence or to resolve problems and gain cooperation
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to facilitate meetings effectively and efficiently
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently



**Grand Traverse County, MI
Job Description**