

# Millard County

## Job Description

<b>Title:</b>	Human Resource Director	<b>Code:</b>	
<b>Division:</b>	Administration	<b>Effective Date:</b>	01/17/23
<b>Department:</b>	Human Resources	<b>Last Revised:</b>	1/2023

### GENERAL PURPOSE

Performs a variety of **complex administrative and professional** duties related to planning, organizing, directing, and coordinating the human resource system of Millard County including classification, compensation, recruitment, selection, employee relations, training, and risk management.

### SUPERVISION RECEIVED

Works under the general supervision of the Board of Millard County Commissioners.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Develops and administers all aspects of the county human resource management functions; Develops and implements personnel policies and recommends/implements guidelines and practices.

Serves as a representative at County Commission Meetings regarding personnel matters.

Advises the County Commission and Elected Officials/Department Heads and makes recommendations regarding personnel matters.

Monitors and assures county-wide compliance with federal and state statutes; Investigates alleged violations of law and HR regulations and solicits legal opinions in matters of liability;

Approves personnel actions and manages record keeping functions related to human resource transactions such as hires, promotions, transfers, performance reviews, and terminations; Assures completeness and confidentiality of HR records and personnel files;

Prepares the department budget and monitors all purchase orders and expenditures;

Manages county-wide recruitment and selection processes; Maintains county website and social network and DWFS job postings for recruitment purposes; Determines testing procedures and interview questions; Develops and implements new staff orientation program; Directs or performs the preparation of employee separation notices and related documentation, and conducts exit interviews to determine best practices for retention.

Oversees, develops and implements ongoing mandatory staff training for all staff, i.e., code of conduct, sexual harassment, [accident reporting](#), drugs in the workplace, conflict of interest, etc.; Provides training and staff support to supervisors;

Assists employees to resolve work related problems and oversees employee relations processes; Administers county grievance process and resolves grievances, coordinates the appeals hearing processes and procedures;

Monitors application of policies to assure fair and consistent treatment of employees; Resolves complex issues related to compensation, discipline and discharge;

Directs overall performance evaluation program through department heads and supervisors; Prepares reports and recommends procedures to reduce absenteeism and turnover;

Develops and oversees county wide compensation programs and pay system and monitors employee pay progression based upon established policy and practice; Conducts internal and external studies to assure pay equity and market competitiveness; Administers and interprets county merit system and develops and implements personnel management rules as required by law.

Monitors and assists county leadership with ADA employment compliance and other employment laws; Administers Workers Compensation processes.

Performs related duties as assigned.

*Human Resource Director*

**MINIMUM QUALIFICATIONS**

**1. Educations and Experience:**

A. Graduation from college with a bachelor's degree in Human Resource Management, Business Administration or related field;

AND

B. Four (4) years of progressively responsible experience related to the management of human resources, including but not limited to, recruitment and selection activities.

OR

C. An equivalent combination of education and experience.

**2. Required Knowledge, Skills, and Abilities:**

**Considerable knowledge of** Human resource management theory, methods, and practices; The legal environment related to human resource management;; Employee classification, compensation, recruitment, selection, training, and labor relations; Departmental operations including applicable laws and regulations; Principles of supervision, including evaluation and motivation; Federal and state laws as they apply to human resource management practices; Training methods; Basic computer operation.

**Working knowledge of** various computer software applications for word processing and database files and records, principles of local government administration; county administrative interactions; Budget development and; Risk management and safety practices.

**Considerable skill in** the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with department heads, elected officials, and other staff;

**Ability to** operate standard office equipment efficiently; communicate effectively, verbally and in writing; make basic decisions where established procedures do not always apply; perform complex mathematical computations; work independently; maintain confidentiality as needed to assure responsible public and administrative interactions.

**3. Special Qualifications and Other Requirements:**

Professional Human Resource certification is preferred

Available to respond in emergency situations

Must successfully pass criminal background check.

Must acknowledge annual statement of ethical conduct.

Must comply with all Millard County policies and procedures.

May be required to be a notary public.

**4. Work Environment:**

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing essential to completion of essential functions. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking; guided and creative problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(employee)

*Human Resource Director*

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