

Benton County, Iowa Job Description

Job Title:	Human Resource Director	Job Code: N/A
Department:	Benton County Human Resources	Pay Grade:
Reports to:	The Board of Supervisors	FLSA: Exempt
Salary Range	\$65,000-75,000/Year starting wage	

Position Summary

The human resource manager is directly responsible for the overall administration, coordination and evaluation of the human resource function.

Essential Functions

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

1. Develops and administers various human resources plan and procedures for all county personnel.
2. Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, annual re-evaluation of policies for cost-effectiveness.
3. Conducts recruitment effort for all exempt, nonexempt and temporary workers; writes and places advertisements; works with supervisors or department heads to screen and interview candidates; conducts reference checking; extends job offers; conducts new-employee orientations; monitors career-path program and employee relations counseling; conducts exit interviews.
4. Establishes and maintains department records and reports. Participates in administrative staff meetings and attends other meetings, such as seminars. Works with payroll to assist in maintaining organizational charts and employee directory.
5. Implements, administers, and monitors an approved job classification and pay plan; coordinates with Department Heads and employees to ensure current, accurate job descriptions and job specifications; ensures pay raises comply with the appropriate pay schedule.
6. Investigates, upon request of Board of Supervisors or Elected Officials, all personnel issues, and makes recommendation for appropriate discipline following established policies and procedures. Meets with employees and supervisors/department heads to resolve grievances.
7. Coordinates and collaborates with Board of Supervisors to identify legal requirements and government reporting regulations which impact human resource/personnel management including Title VII of the Civil Rights Act. (CRA), Equal Employment

Opportunity Commission (EEOC), Fair Labor Standards Act (FLSA), Equal Pay Act (EPA), Occupational Safety/Health Act (OSHA), Age Discrimination Act (ADEA), Vocational Rehabilitation Act (VRA), Vietnam-Era Veteran's Readjustment Act (VEVRA), Pregnancy Discrimination Act (PDA), Immigration Reform Control Act (IRCA), Employee Retirement Income Security Act (ERISA), Americans with Disabilities Act (ADA), and state and local fair employment practices (FEPs); monitors county compliance; acts as liaison, as assigned, with government agencies which enforce such laws.

8. Investigates accidents, prepares and files reports with Insurance carrier. Attend all Heartland Insurance Risk Pool meetings. Assist the Heartland Insurance Risk Pool Administrator as needed. Prepare and manage the Property and Casualty Insurance budget. File all necessary reports for Workman's Compensation for employees and Elected Officials. Make sure all claims are submitted and paid along with close communication with the Work Comp doctors and the work comp carrier's Specialists.
9. Assists in Collective Bargaining agreements.
10. Maintain and update the Drug and Alcohol Testing Program.
11. Serve as Insurance Coordinator for Benton County Safety Policies. This includes updating and managing the Policies and Procedures manual for the County.
12. Serve as the Health Insurance Coordinator. Managing the Health Insurance fund along with working closely with the insurance broker and administrator. Includes managing the FLEX Program. Assisting employees and health care providers in the use of the Flex plan. Annual set-up and management of the program.
13. Serve as ADA Coordinator. Acquire ADA Coordinator Certification through the University of Missouri or similar certification.
14. Manage Unemployment program with ISAC for all claimants. Files necessary reports and update the Board of Supervisors on all claims. Responsible for filing information required.
15. Manage and maintain HIPAA for Benton County Offices. This will include training and annual updates as needed according to Federal Regulations.
16. Responsible for driving records of all employees that are employed by the county.
17. Supervise the Mental Health Advocate for Benton County.
18. Ensures compliance with all federal, state and local employment laws.

Knowledge, Skills and Abilities Required.

The individual must possess the following knowledge, skills and abilities or, if special accommodations are being requested, be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with reasonable accommodation, using some other combination of skill and abilities.

1. Knowledge of principles and methods of human resources programs and their delivery methods.
2. Ability to communicate effectively, orally and in writing.
3. Ability to prepare detailed reports, maintain files and records and meet deadlines.
4. Knowledge of general bookkeeping and accounting procedures.

5. Ability to retrieve access and interpret technical sources of information, including local, state and federal legal codes and regulations.
6. Ability to coordinate multiple programs at the same time and to meet deadlines.
7. Ability to establish effective working relationships with employees, board members, and public officials.
8. Ability to perform critical evaluations and use ethical guidelines. Possess reasoning abilities.

Supervisory Responsibility

This position manages all employees of the department and is responsible for the performance management and hiring of the employees within that department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment.

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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 4:30 p.m. This position regularly requires long hours and weekend work.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education

Bachelor's degrees in human resources, labor relations, industrial relations, or business administration/management. Five years' experience in human resources, primarily in a generalist role. PHR and/or SHRM-CP preferred.

Required licenses, registrations and certifications:

- Valid Iowa Drivers License
- Motor vehicle and the ability to daily travel.

Residency requirement:

- County residency preferred

Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.

All requirements are subject to possible modification to reasonably accommodate qualified individuals/employee(s) with disabilities. Prospective employee(s) and incumbents are encouraged to discuss possible accommodations with the county.

Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Board of Supervisors.

The county reserves the right to change, reassign job duties or combine positions within the county office at anytime.

EMPLOYEE POSITION ACCEPTANCE

I have thoroughly discussed the education, work experience and special requirements related to this position with the Board of Supervisors and fully understand what is required in this position. I hereby accept this position and agree to perform the tasks required.

Employee

Date