

Coryell County Job Description

Position Title: Human Resources Director

Department: Human Resources

Reports To: Commissioner's Court

FLSA Type: Exempt

Summary of Responsibilities:

The Human Resources Director assists elected officials and department directors with personnel issues, including but not limited to hiring, performance appraisals, progressive discipline and termination. Responsible for County compliance with state, federal, and local employment laws; Writing and updating County personnel policies; Assisting employees with a variety of employment and life issues, including leave policies, FMLA, retirement, insurance, workers' compensation and other benefits; Facilitating County wide training; Overseeing the County benefits program.

Essential Responsibilities and Functions:

- Maintain recruitment and hiring practices, classification and compensation programs.
- Write, maintain and distribute the County Employee Handbook at least annually.
- Assist department directors and elected officials with hiring, interviewing, performance appraisals, progressive discipline and terminations.
- Assist employees with policies, benefits, injuries or complaints.
- Investigate or assist with investigations of allegations of harassment, violence in the workplace, discrimination or other potential policy violations.
- Plan and implement internal and external training programs annually.
- Plan, prepare, and monitor human resources budget.
- Communicate effectively and courteously with all departments, employees and the public.
- Develop and maintain employment practices that are in compliance with Americans with Disabilities Act (ADA), Equal Employment Opportunity Commission (EEOC), the Federal Labor Standards Act (FLSA) and other employment related statutes.
- Inform department directors of regulations regarding employment practices.
- Conduct wage survey within labor market to determine competitive wages at least annually.
- Completes special projects.
- Establish procedures for the completion and handling of accident and incident reporting.
- Conduct exit interviews and provide summaries to departments and the Court annually.
- Ensure that job descriptions are maintained for all positions in Coryell County.
- Assist members of the public and make appropriate referrals when necessary.
- Ensure that all contracts for services are current and accurate.
- Observe strict rules of confidentiality of all personnel information.
- Facilitate wellness programs and incentives for employees.
- Explore and implement new programs or benefits for employees.
- Other duties as may be assigned.

Knowledge, Skills and Abilities:

- Knowledge of personnel law and supervisory tenets.
- Knowledge of County government organization and services and customer service principles.
- Knowledge of general office practices and procedures.
- Skill or ability to organize and prioritize work to meet deadlines.
- Ability to effectively supervise staff members.
- Ability to teach others.
- Skill or ability to maintain records.
- Skill or ability to use word processing, spreadsheet functions, email systems and web-based programs.
- Ability to read and understand instructions.
- Ability to analyze and interpret data.
- Ability to spell and use correct grammar.
- Skill or ability to effectively communicate in writing and verbally.
- Ability to work independently in the absence of specific instructions.
- Skill or ability to establish and maintain effective working relationships with elected officials, department directors, County employees and the general public.

Minimum Qualifications:

- Bachelor’s degree or equivalent.
- Two years of related experience.
- Prefer degree in Human Resources, Management, Business Administration or a closely related field.
- Prefer experience working in Human Resources performing recruitment duties.
- Internet recruitment experience a plus.
- Advanced PC skills including knowledge of word processing, spreadsheets and database software.
- Advanced analytical skills.
- Must have the ability to read, analyze and interpret data and write reports.
- Strong verbal and written communication skills.
- Must have the ability to effectively present information and respond to questions from a variety of applicants and County employees with different functional backgrounds.
- Must have good organizational skills with the ability to prioritize varying duties.

This position relies on knowledge and judgment to plan and accomplish goals. This position will work independently within the confines of County policy, the Civil Service rules, the Texas local government code, and state and federal laws.

Salary: \$ 47,476 – 50,000

Pre-Employment Requirements

Physical required	<u> </u>	Yes	<u> x </u>	No
Drug test required	<u> x </u>	Yes	<u> </u>	No
Background check required	<u> x </u>	Yes	<u> </u>	No

Work Schedule / Hours

 x Normal / Regular schedule is: Monday – Friday; 8:00 AM to 5:00 PM
 Shift work required – Identify different/specific shift: _____
 Overtime work is necessary: _____
 Holiday work assignment: _____

Work Environment: Identify the environment in which the duties are performed and the frequency

<input checked="" type="checkbox"/>	Office Environment: Employees are protected from weather conditions or contaminants, but necessarily occasional temperature changes.
<input type="checkbox"/>	Outdoor Environment: Employees work outdoors and may not be protected from weather conditions.
<input type="checkbox"/>	Extreme Cold: Temperatures typically below 32 degrees for more than an hour.
<input type="checkbox"/>	Extreme Heat: Temperatures above 100 degrees for more than an hour.
<input type="checkbox"/>	Noise: There is sufficient noise to cause you to shout in order to be heard above the noise level.
<input type="checkbox"/>	Vibration: Exposure to oscillating movements of extremities or whole body.
<input type="checkbox"/>	Hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, machinery, vehicles, electrical current, working on scaffolding and high places, or exposure to chemicals in the work setting.
<input type="checkbox"/>	Oils: There is air or skin exposure to oils or other cutting fluids.
<input type="checkbox"/>	Infectious Diseases: Employees are frequently exposed to contagious or infectious diseases.
<input type="checkbox"/>	Atmospheric Conditions: Conditions that affect the respiratory system, such as fumes, odors, mists, gases, or poor ventilation.
<input type="checkbox"/>	Close Quarters: Employees are frequently required to work in crawl spaces, shafts, man holes, sumps, and water line pipes, and other areas that could cause claustrophobia.

Physical Demands: Identify physical demands of this position for all categories (i.e. standing, sitting, walking)

ACTIVITY	NEVER	OCCASIONALLY UP TO 3 HRS. DAY	FREQUENTLY 3-6 HRS. DAY	CONSTANT 6-8 HRS. DAY
SITTING				x
REPETITIVE HAND MOTION (SUCH AS DATA ENTRY/ TYPING)				x
HEARING, LISTENING				x
TALKING				x
STANDING		x		
WALKING			x	
BENDING		x		
STOOPING		x		
CLIMBING STAIRS		x		
CLIMBING LADDERS	x			
KNEELING, SQUATTING	x			
CROUCHING	x			
CRAWLING	x			
BALANCING	x			
REACHING OVERHEAD	x			
PULLING/PUSHING	x			
SHOVELING	x			

Lifting Demands: Mark if this applies to this position

ACTIVITY	Frequency: Occasional (1-33%). Frequent (34-66%). Constant (67-100%)
Sedentary <input checked="" type="checkbox"/>	Lifts up to 10 lbs. occasionally, and rarely over 10 or more lbs.
Light <input type="checkbox"/>	Lifts up to 20 lbs. occasionally, up to 10 lbs. frequently, and rarely over 20 lbs.
Medium <input type="checkbox"/>	Lifts up to 10 lbs. constantly, up to 20 lbs. frequently and up to 50 lbs. occasionally.
Medium Heavy <input type="checkbox"/>	Lifts up to 15 lbs. constantly, up to 35 lbs. frequently and up to 75 lbs. occasionally.
Heavy <input type="checkbox"/>	Lifts up to 20 lbs. constantly, up to 50 lbs. frequently and up to 100 lbs. occasionally.
Very Heavy <input type="checkbox"/>	Lifts over 20 lbs. constantly, over 50 lbs. frequently and over 100 lbs. occasionally.

DISCLAIMER:

The proceeding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities and qualifications required of employees to do this job.

- I have the knowledge, skills and ability required to accomplish the needs of this position with no limitations.
- I have the knowledge, skills and ability required to accomplish the needs of this position with the following limitations (list limitations below):

Employee Name (Printed): _____

Employee Signature: _____

Department Head Signature: _____