

Scott County Government Position Description Form

Position: University Job Title: Director of Human Resources

Department Name: Human Resources

Supervisor Job Title: Judge Executive

Position Summary

The Director of Human Resources provides leadership and direction for the following HR functions: employment, compensation, benefits, employee relations, performance management, workplace safety, and training and development.

Duties and Responsibilities

Essential Duties:

Administrative

- a) Manages relationships with a multitude of benefit and service providers including, but not limited to, Anthem, Know Your Rx Pharmacy Coalition, Express Scripts, McGregor, OneAmerica, Delta Dental, KACo (workers comp), Human Development Inc, Kwantek (applicant tracking), Checkr (record checks), etc.

Employment

- a) Establishes and maintains the structure for an effective and legally compliant search and selection process.
- b) Provides advice to supervisors and search committee chairs.
- c) Advertises vacancies using a variety of resources: employment search web sites, professional development websites, career development offices, newspaper, employee referral, etc.
- d) Reviews resumes and evaluates qualifications.
- e) Interview candidates and conducts reference checks.
- f) Extends employment offers to prospective candidates.

Compensation

- a) Determines starting wage for new hires.
- b) Conducts market surveys to ensure competitiveness with external market.
- c) Evaluates external and internal equity during new hire, promotion and pay increase processes.

d) Conducts job analysis and creates position descriptions.

Benefits

- a) Reviews benefit plan designs and costs.
- b) Recommends and implements plan changes.
- c) Communicates benefits and exclusions of plans to participants.
- d) Maintains plan documents and summary plan documents.
- e) Plans and coordinates annual employee benefits fair.

Employee Relations

- a) Provides advice to supervisors regarding unsatisfactory job performance or conduct issues with employees.
- b) Counsels and provides advice to employees regarding work related issues.
- c) Provides support in cases involving employee termination.
- d) Conducts or provides assistance with fact-finding investigations.
- f) Conducts exit interviews.
- g) Oversees employer's response to unemployment claims and, if appropriate, appeals claims for unemployment compensation.

Safety and Health

- a) Maintains safety records including first report of injury, accident investigations, etc.
- b) Coordinates completion of OSHA 300 report.
- c) Leads the safety committee.

Miscellaneous

- a) Provides or offers resources for employee training and development.
- b) Maintains and interprets employment related policies and procedures
- c) Requests and/or makes changes to the HR web page and creates self-service opportunities.
- d) Ensures compliance with all federal, state, and local laws and regulations.
- e) Establishes department goals and objectives.
- f) Reviews HR software and hardware needs and ensures that data and reporting needs are met.
- g) Creates and implements work processes and procedures.
- h) Identifies ways to automate work processes to enhance efficiency and effectiveness
- i) Designs forms to expedite tasks and simplify work processes.

Secondary Duties:

Performs other duties as assigned or required.

Position Dimensions

Please do not indicate personal qualifications but rather the job requirements.

Education and Experience: The minimum amount of education and experience required. Specify the field of study or area of training, specific skills, and areas of experience.

BA degree in Business Management or a related field and five years of closely related experience in human resource management. PHR or SPHR certification preferred. Knowledge of computers and related software packages, including Microsoft Office Suite, Word, Excel, Outlook, etc.

Supervisory Responsibility: List the number of people you supervise and titles.

Payroll Manager/Benefit Specialist

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.

- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials event though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.

- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.