



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Human Resources Director/Risk Manager
Department: Human Resources
FLSA Status: Exempt
WC Code: 8810
Effective Date: October 1, 2007
Last Revised: April 7, 2014
Pay Grade: NU22
Union: Non-Union (Management)

SUMMARY

Work is performed under the direction of the Board of County Commissioners. Oversees and manages all areas of human resources; including benefits, compensation, employee relations, employment, recruitment and standardized training. Provides direct support to all county areas of service. Works as a team member in determining program needs and serves as a resource to programs regarding human resource related issues and training functions. Serve as the County's risk manager. Work to reduce risk from tort, worker's compensation, property liability, employment litigation, and insurance liability.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Supervises subordinate employees in the Human Resources Office, including assigning and reviewing work, scheduling, training, evaluating performance, taking necessary disciplinary actions, and making hiring and termination decisions.
2. Maintains Human Resources Office budget to include advising Finance Director of status.
3. Provides leadership and direction in the development of short and long-range human resources objectives; develops goals for the Human Resources Office.
4. Coordinates County-wide Equal Employment program; which includes investigation of all employee discrimination and harassment complaints.
5. Provides advice as requested on personnel related matters, and labor relations, consults and advises managers and supervisors on labor contract issues, personnel policies, performance evaluations, employee discipline, and grievances.
6. Provides training or arranges for training for employees on county wide issues relating to human resources and/or risk management.
7. Coordinates, supervises and ensures uniform enforcement of recruitment and selection processes.

8. Conducts classification reviews and compensation surveys for all county offices, divisions and programs and recommends classification and pay grade adjustments as necessary.
9. As directed by the Board of Commissioners, develops and recommends draft language for personnel policies and procedures for implementation; ensures compliance to applicable state and federal employment and labor laws, and regulations. Provides initial interpretation of policies and contract language to management and union staff.
10. Performs labor relations activities for four unions, participates in labor negotiations as a team member, and participates in mediation, fact findings, arbitrations and unfair labor practice proceedings.
11. Responsible for the maintenance of employee records, classification information and other employee related data.
12. In coordination with the Finance Director, negotiates and administers the County health and welfare benefits, including plan design changes and cost controls; retirement and pension accounts; and insures contractual compliance from vendors.
13. Performs safety management activities including oversight for all County safety committees, OSHA safety inspections, safety training and accident analysis.
14. Administers and oversees County Workers' Compensation Plan.
15. In coordinatin with the Finance Director, ensures County maintains adequate insurance to mitigate various liabilities.
16. As directed by the Board of Commissioners, develops and coordinates training programs to meet the needs of managers, supervisors and employees as well as state and federal laws and regulations. Retains training records and documentation of HIPAA officers in specific Divisions of the County.
17. Performs or directs research, studies and surveys as necessary or as directed by the Board of County Commissioners. Maintains all records of same.
18. Conducts position classification studies of County positions. Work may include examination of wages and benefits, comparative analysis and comprehensive analysis of duties assigned.
19. Maintains data and statistical reports for internal and external use.
20. Reviews pending legislation, statutes and administrative rules pertinent to the operation of the County in the areas of human resources and risk management.

SUPERVISORY RESPONSIBILITIES

Manages and is responsible for the overall direction, coordination and evaluation of the Human Resources Office. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, making hiring recommendations and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Knowledge of fundamental principles and practices of public human resources administration; current relevant federal and state laws and regulations related to human resources; techniques and methods for recruiting and testing in the public sector; workers' compensation law and procedural requirements as they relate to claims processing and management; fringe benefit program administration and requirements including COBRA and HIPAA mandates; performance management systems; understanding of the principles of public sector employer-employee relations in

Oregon; laws governing workplace safety issues; techniques and methodologies for conducting research and surveys; statistical concepts and methods; modern office procedures, equipment, and computer software applications. General knowledge and practice of public sector risk management.

EDUCATION AND EXPERIENCE

Bachelor's degree (B.A.) in business/public administration or human resource management from four-year college or university; and 4 years of progressively responsible experience in human resource management. Experience in labor relations procedures and practices; supervisory practices; state and federal laws applicable to public employment personnel, equal employment opportunity, labor relations; salary and benefit administration; insurance, worker's compensation, risk management, safety, organizational development, and long range compensation planning. Experience in public administration strongly preferred.

JOB IMPACT

The most common consequence of error would be violation of employment law or fair labor practices. This could include settlement expenses or penalties for non-compliance with federal and state laws and collective bargaining agreements.

JOB CONTACTS

This position requires frequent contacts with other departments to provide them with technical assistance in the areas of labor relations, hiring practices, compensation and benefits, employment law, and risk assessment. This position also deals with labor unions and labor attorneys, benefits providers, independent auditors and other governmental agencies.

LANGUAGE SKILLS

Ability to read analyze, and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to develop administrative policies and procedures; develop and conduct training programs and articles using original or innovative techniques or style. Ability to make speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors. Ability to participate in the negotiation for County provided employee benefits and contractual services.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Ability to read, analyze, and interpret business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and policy and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to respond courteously and tactfully, and establish and maintain effective working relationships with labor unions, employees and officials, outside officials and agencies and the public.

CERTIFICATES, LICENSES, REGISTRATIONS

PHR or SPHR preferred.
ARM or ARM-P preferred.

BACKGROUND INVESTIGATION

Those employed in this position will be subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this position.

WORK ENVIRONMENT

This position works primarily in an office environment. Work is often impacted by urgent time deadlines, heavy or uncontrollable work flow and interruptions. Requires the ability to make quick decisions and maintain extreme accuracy and attention to detail.

PHYSICAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25			
<input type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe: For standard office procedures			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Via phone & in person			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>