

Title: Director of Human Resources (Personnel Director)
Department: Administration
Division/Office: Human Resources Office



Grade 2127; FLSA Exempt position; Category: Classified; Job Code: PERD; Rev.:07/01/2021

General Description

The purpose of this position is to direct and administer the human resources program which includes labor relations, classification, compensation, benefits, pension, recruitment, retention, risk management, staff communications, training, discipline, EEO/ADA compliance, etc. This position develops and implements human resources programs within organizational policies and County Ordinances. The Director of Human Resources is hired by, reports to, and is evaluated by the County Administrator.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Provides professional counsel and support to elected officials, County Administrator, Department Heads, advisory boards and commissions, and supervisors on personnel/union related matters and potential liabilities.
- Directs the administration of labor negotiations and collective bargaining agreements.
- Administers the employee/retiree health, dental, life insurance programs, and related employee benefit plans.
- Administers the employee retirement and deferred compensation programs.
- Administers the County's property and liability insurance and risk management programs.
- Develops, recommends, and interprets personnel policies for employees and department heads.
- Directs the preparation of payroll and compliance with Federal and State regulations (FLSA, etc.).
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires a Bachelor's degree in personnel management, human resources, public administration or related field and six (6) years of progressive experience in human resources, preferably for municipal government, of which two (2) years are in a management position or an equivalent combination of education, training, and experience.

Additional Requirements:

Thorough knowledge of the principles, practices, and procedures related to public personnel administration; ability to analyze, evaluate, and develop solutions to problems and problem areas; ability to develop a thorough knowledge of the County's personnel administration program within a reasonable period of time; general knowledge of labor negotiations and collective bargaining techniques; ability to express oneself clearly and concisely; ability to

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establish and maintain effective working relationships with staff, department managers, elected officials, and the general public; tact and courtesy; demonstrated ability to supervise and to obtain the cooperation of others in difficult situations; mature judgment; operational knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Possess and maintain professional personnel management (IPMA-HR, SHRM, or SHRE) certification or earn certification within 24 months of hire.
- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement