



ADA COUNTY HUMAN RESOURCES

DIRECTOR OF HUMAN RESOURCES

Human Resources

HIRING WAGE: \$99,500 – \$104,000/yr DOE

STATUS: Full time with benefits

CLOSING DATE: April 19, 2021

APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY

Provides strategic consultative support to county leaders regarding human resource and employee benefits long term planning and development, legal compliance, self-funded health care trust, vendor and contractor relations, and contract management. Manages the administrative investigations of misconduct and policy violations; and provides oversight of the county's communications function.

DISTINGUISHING FEATURES OF THE CLASS

Works under the general direction of the Board of County Commissioners (BOCC), but works independently and has the discretion to manage the operations of the department. If work should be reviewed, the review concerns such matters as fulfillment of department objectives and functions.

ESSENTIAL FUNCTIONS

- Plans, develops, implements, coordinates, and directs the activities of Ada County Human Resources;
- Develops, adopts, and monitors department's strategic plan;
- Directs and supervises staff, including mentoring, performance management, goal setting and career development;
- Consults and coordinates with legal staff of the Prosecuting Attorney's Office, Civil Division, on legal issues;
- Oversees a comprehensive human resources program for the County that includes employee relations, recruitment and retention, compensation and classification, and human resource information systems;
- Oversees the County's comprehensive employee benefits programs including: medical, dental, vision, life and disability insurance, flexible spending account plans, retirement, deferred compensation 457(b) plans, unemployment insurance, sick leave, vacation leave, military leave, court and jury duty leave, and holidays;
- Participates as an ex-officio, non-voting member of the Ada County Self-Funded Health Care Trust;
- Ensures compliance with state and federal laws, regulations, and County policies;
- Works directly with elected officials, department heads, and managers to address needs and resolve issues;
- Implements programs and oversees the staff designated to meet the County's communication and employee recognition objectives.

ADDITIONAL FUNCTIONS

- Participates in interview panels for key management and director level positions;
- Oversees the maintenance and distribution of the employee/manager handbook;
- Performs related functions as required.

JOB REQUIREMENTS

- Bachelor's degree from an accredited university in Human Resource Management, Business Administration, Organizational Development or a related field AND ten (10) years' experience in Human Resources OR a Master's degree AND seven (7) years' experience;
- Minimum of five (5) years of supervisory or management experience;
- Professional certification of PHR or SPHR preferred;
- Knowledge of best practices and principles of human resource management and administration;
- Knowledge of applicable employment laws and regulations, including ADA, FLSA, FMLA, and Title 7 of the Civil Rights Act;
- Knowledge of the principles and practices of recruitment, classification and compensation, employee relations, organizational development and performance management;
- Knowledge of effective employee supervision and motivation;
- Skill in the operation of personal computers and Microsoft Office products;
- Skill in communicating with culturally diverse populations;
- Skill interpreting policies and procedures and explaining complex information to others;
- Skill compiling data and information for reports, composing letters and memoranda, and making presentations in group settings;
- Skill effectively leading and managing others;
- Skill mediating disputes, deescalating issues, and affecting change;
- Ability to exercise tact and discretion;
- Ability to maintain confidentiality;
- Ability to work under own initiative and utilize a significant amount of independent judgment;
- Ability to work with elected officials, department heads, employees, vendors and the public;
- Ability to work as part of a team to accomplish division and department goals.

OTHER REQUIREMENTS

- Must possess a valid driver's license;
- Ada County HR staff furnishes their own transportation for conducting county business when necessary.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- May be required to lift up to 20 lbs.;
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

NOTE

Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.

** If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*