



# COUNTY OF CHELAN

**Title:** Human Resources Director  
**Department:** Human Resources  
**Reports To:** BOCC  
**Pay Grade:** PW26  
**FLSA Status:** Exempt  
**Bargaining Unit:** Non-bargaining  
**Updated:** May 2019

## **SUMMARY**

The Human Resources Director position is to assist supervisors and employees in all aspects of human resources, from recruitment and hiring, to training and performance improvement, to discipline and termination. Supervises employees overseeing workers compensation and Civil Service programs. The HR Director represents management during negotiations and labor relations.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provide supervision, daily guidance and feedback to Human Resources Assistants, assign work and evaluate performance.
- Develop and manage the department budget.
- Responsible for new employee orientation program for new hires.
- Management team representative at labor negotiations and labor management meetings, attend and advise supervisors during loudermill hearings and grievances with union employees and other disciplinary meetings; provide contract interpretation for supervisors and employees.
- Develop and facilitate mandatory and voluntary training programs as needed, for example: Workplace Harassment, Defensive Driving, and First Aid/CPR/AED, determine training needs, including legally mandated training, training to improve skill sets and to meet training requests from department heads or elected officials.
- Receiving employee complaints regarding workplace harassment, conflicts with co-workers and/or supervisors and coordinating an investigation as necessary.
- Working with supervisors on employee performance evaluations, performance improvement programs and other coaching/counseling tools to improve employee performance; mediate disputes and resolve human relations issues among personnel and between supervisors and employees.
- Confer with department heads regarding recruitment requests; to advertise, to identify and collect background information, perform reference checks, review applicant qualifications and provide guidance in the interview process and hiring decisions, to conform with employment laws.
- Provide guidance regarding state and federal employment laws and County policies; maintain confidential personnel information and records.
- Coordinate with benefit brokers for benefit programs; explain benefit options and enrollment choices for employees regarding health insurance, dental, retirement, and voluntary benefits.
- Pro-actively anticipate needed policy changes, maintain County Employee Handbook and update as needed.

## **SUPERVISORY RESPONSIBILITIES**

This position is responsible for all aspects of supervising the HR Assistants, including recruitment, hiring, daily work assignments, performance evaluation and discipline, as needed.

**QUALIFICATIONS**

Must have knowledge and understanding of human resources procedures, employment practices, employment laws, and labor relations and workers compensation. Strong written and verbal communication skills and knowledge of Microsoft Office programs are required.

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

**EDUCATION AND EXPERIENCE**

A Bachelors degree in Human Resource Management or related field and three to five years of relevant work experience is required, with at least three years of supervisory experience preferred. Public speaking, training experience a plus.

**LANGUAGE SKILLS**

Ability to read, analyze and interpret employment literature, including legislature. Ability to write reports, business correspondence, and training materials. Ability to effectively present information and respond to questions from groups of managers, fellow employees, customers and the general public.

**MATHEMATICAL SKILLS**

Must be able to understand salary information and make percentage calculations. Understand and use statistical information regarding HR data. Collect and analyze statistical data; prepare a variety of reports.

**REASONING ABILITY**

Practice practical problem solving and the flexibility to adapt and respond to changing and sometimes stressful situations.

**CERTIFICATES, LICENSES AND REGISTRATIONS**

A valid Washington State driver's license is required. SHRM and/or HRCI certification preferred.

**WORK ENVIRONMENT**

Work environment will be primarily indoors in an office setting. Travel between buildings will be necessary. Travel off campus to other worksites throughout the county may be required to provide/attend training or meetings.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.