

## HUMAN RESOURCES DIRECTOR

**GENERAL STATEMENT OF DUTIES:** Directs and coordinates the human resources activities of Genesee County; develops proposed human resources policies for County agencies and operations, and implements adopted policies; administers a broad range of fringe benefit programs; appointed by and serves at the pleasure of the Board of Commissioners; supervision is exercised over department staff; performs related duties as required.

### **STATEMENT OF TASKS:**

Administers union contracts;  
Conducts grievance hearings;  
Advises department heads, supervisors and elected officials on employment, retirement, benefits, and labor relations matters;  
Directs and supervises the development of human resources systems, forms, procedures and policies;  
Prepares and recommends position classification and pay plans and directs the continuous administration of these plans;  
Directs a program of positive recruitment for filling County positions;  
Directs the maintenance of H.R. records relating to all departments;  
Prepares, recommends and enforces personnel rules and regulations;  
Maintains a roster of all persons in the County service;  
Represents the County at various meetings and formal hearings;  
Prepares and submits written and oral reports to the Board of Commissioners;  
Administers retirement programs, employee benefit programs, employment and labor relations;  
May serve as chief negotiator for the County in collective bargaining;  
May conduct internal investigations relating to alleged employment discrimination or other matters;  
May conduct arbitrations;  
May coordinate and prepare responses to employment discrimination complaints;  
May administer Workers' Compensation program;  
Prepares departmental annual budget;  
Performs other related work, including training and counseling employees and administering employee discipline;  
Reviews and supervises the work of the human resources staff.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Significant knowledge and experience in labor relations, contract negotiations, grievance resolution, arbitration, Michigan Employee Relations Commission hearings and Public Employment Relations Act;

## **HUMAN RESOURCES DIRECTOR**

Knowledge of the specialized principles and practices of public personnel administration, including examination, classification, compensation, in-service training, service rating techniques and fringe benefit administration;  
Knowledge of qualifications and characteristics of major occupational groups;  
Knowledge and experience with local government organization and procedures;  
Ability to develop long-term plans and programs and to evaluate work accomplishments;  
Experience in organizational development and conflict resolution;  
Ability to establish and maintain effective relationships with other County officials, employees and the general public;  
Ability to present facts and recommendations effectively in oral and in written form;  
Ability to analyze facts and exercise sound judgment in arriving at conclusions;  
Ability to plan, supervise and review the work of subordinates;  
Ability to be tactful and courteous, use good judgment, be thorough and dependable;  
Ability to attend work regularly and work under stressful conditions.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree or higher, in Business Administration, Public Administration, Human Resources, Organizational Development, Strategic Planning, Labor Law or Relations, or a related field, or a law degree; **AND** at least five years of administrative experience in human resources.

Significant experience in Public Sector labor, employment, benefits and retirement plans is preferred including experience serving as chief collective bargaining negotiator.

Established: 1968  
Revised: January 6, 1993  
Revised: June 21, 2005  
Revised: January 14, 2009  
Revised: October 18, 2010  
Revised: April 19, 2011  
Revised: October 2011

  
\_\_\_\_\_  
Human Resources Director

g:\jobdesc\HR Director  
exempt non-union