

NORTHUMBERLAND COUNTY HUMAN RESOURCES  
HUMAN RESOURCES DIRECTOR

**Classification Title:** Human Resources Director  
**Department:** Human Resources  
**Reports To:** Chief Clerk/Commissioners  
**FLSA:** Exempt  
**Prepared Date:** 11/9/2022

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform personnel and human resource functions for the County, including assisting in developing and administering personnel policies and procedures, administering employee benefits, maintain accurate files and records in compliance with Federal, State, and County policies, procedures, and requirements. Maintaining and updating job descriptions, job classifications, and salary scales. Assisting Department Officials with the recruitment and selection process, conducting new hire orientation, employee relations and related duties.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Assists in developing and administering personnel policies and procedures; recommends new or revisions to existing personnel policies.as needed or requested; prepares and maintains employee handbook and policies and procedures manual.

Provides on-going assistance and support to County employees, supervisors, managers, and elected officials regarding the correct implementation of personnel policies and procedures, the resolution of routine employee complaints, County employee benefits, compensation, and overall employee relations.

Prepare job postings and advertise for open positions. Evaluate qualifications of the open position by collaborating with the department official to understand the knowledge, skills, and abilities required. Assist department officials with scheduling interviews and conducting interviews.

Prepares contingent job offers; conducts background checks and reference checks; coordinates drug screenings and physical fitness screening when applicable for the position.

Prepares and participates union negotiations ensuring compliance with laws and regulations.

Coordinates new hire onboarding with Elected Officials and Department Heads.

Maintains employee-related files and databases in accordance with county policies, applicable federal, and state regulations; prepares reports for management, as necessary or requested.

Assist the payroll clerk in resolving payroll preparation and errors as they arise; serve as backup to the payroll clerk for payroll processing as needed. Prepare documentation for the payroll clerk for any necessary pay, tax, or benefit adjustments, payouts for terminated employees, and retro-active pay adjustments each pay period.

Maintains position classification, pay plans and makes required modifications; conducts position audits as necessary and recommends corrections as needed for appropriate reclassifications. Work with Department Officials and the Board of Commissioners to ensure job descriptions are updated as needed.

Supervises the Employee Benefits Specialist/HIPAA Coordinator and programs and plans pertaining to benefits plans, such as health insurance, wellness program, disability, FMLA, COBRA, Assists in HIPAA regulations.

Collaborates with the Chief Clerk/Administrator to determine appropriate annual training requirements for all county staff. Maintain the online training site, setup training assignments, and report on training completion status as needed. Share training opportunities with Department Officials so they can get staff training essential for their success in their current positions.

Advises department officials on resolving personnel and disciplinary problems; ensure department officials follow all county policies and procedures and adhere to local, state and federal laws as required; answers questions and provides information regarding legal issues related to personnel law.

Investigates all sexual harassment, discrimination, and/or EEO complaints received from employees; interviews involved parties; applies all related laws and regulations; ensures compliance with all federal, state, and local rules, ordinances and laws; maintains confidentiality of all evidence and information.

Maintains database, prepares and files form 1095-C, Employer-Provided Health Insurance Offer of Coverage annually.

Processes a variety of documentation associated with department operations within designated timeframes and per established procedures; receives, reviews, records, types, and/or distributes documentation; enters data into computer systems; logs, tracks, or maintains records regarding department activities; compiles data for further processing or for use in preparation of department reports; files, maintains, and stores hardcopy records.

Communicates with supervisor, County employees, department heads, elected officials, insurance brokers and carriers, bank personnel, actuaries, other agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

#### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

#### **MINIMUM QUALIFICATIONS**

BS/BA in Human Resources or an Associates degree in Business or Human Resources: supplemented by three (3) years of experience in human resources, benefits administration, payroll or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must have a current drivers license with a favorable driving record.

*NORTHUMBERLAND COUNTY IS AN EQUAL OPPURTUNITY EMPLOYER*