



Human Resources Director
Human Resources

HR/1
Pay Grade: 26

JOB SUMMARY

Lead and manage human resources activities to ensure legally sound and effective human resource management practices. Responsible for the development and implementation of human resource programs to include wage and salary administration, payroll, leave administration, recruitment and staffing, administer the sick leave pool and employee communications. Interpret and recommend personnel policies and regulations for the County. Oversees Civil Service hearings.

MAJOR DUTIES

- Oversee the County application and screening process and ensure that the County is represented as an attractive employer.
- Monitors and supervises operations and activities of personnel for whom supervisory responsibility has been assigned to ensure that the departments and programs function in accordance with federal, state and district policies, administrative guidelines, and sound practices.
- Keeps informed of and interprets all laws, regulations, statutes, rules and policies affecting his/her divisions and/or departments and coordinates the development of department policies/standard operating procedures.
- Administer the exempt and nonexempt compensation programs and ensure compliance with federal wage and overtime laws.
- Administer the Sick Leave Bank in accordance to Texas Government Code 173.073.
- Oversees and administer the County Retirement Program thru the Texas County and District Retirement System.
- Oversee all reports and documentation of unemployment contribution funds through the Texas Association of Counties.
- Oversees payroll operations; ensures the accuracy of payroll-related transactions.
- Use management practices that promote collegiality, teamwork, and collaborative decision making staff.

- Provides information and answers questions from employees.
- Implement policies associated with and oversee processing of employee complaints and grievances.
- Processes employee grievances.
- Oversees proceedings of civil service meetings, hearings and workshops.
- Issues unemployment claims.
- Coordinates employee Fitness for Duty/EAP processes as required.
- Oversees pre-employment, random and post-accident drug and alcohol testing.
- Researches and provides documentation for Open Records Requests.
- Supervise personnel records management and oversee required state records management program and serve as designated records management officer for personal records.
- Attends bi-monthly Commissioners Court Meetings.
- Administers and oversee orientation programs for new employees.
- Responds to after-hours emergencies.
- Administers and oversees human resource training.
- Requests, compiles, and monitors the completion of all employee evaluations.
- Submits annual budget requests for human resources and civil service related expenses.
- Attend Commissioners' Court meetings regularly and make presentations to the Court.
- Establishes and maintains a climate that demonstrates respect and dignity for all people for Webb County and for all areas for which this individual is responsible.
- Provide training to insure that the county is in compliance with federal, state and local regulations and mandates.
- Performs related other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of public sector human resources management.
- Knowledge of employment laws, regulations, guidelines, policies and practices.
- Knowledge of computers and job-related software programs.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of employee confidentiality requirements.
- Skill in management and supervision.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish; preferred.

SUPERVISORY CONTROLS

Reports to the Commissioner's Court.

GUIDELINES

Guidelines include the Webb County Personnel Policy manual, Webb County Civil Service Commission rules and regulations, county drug and alcohol policy, county motor vehicle use policy, county sick leave policy, the safety handbook, and other county policies and manuals. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, supervisory, and management duties. The variety of duties, strict deadlines, and frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to administer the County's human resource and payroll operations. Successful performance helps ensure the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with coworkers, vendors, job applicants, elected and appointed officials, and the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Senior Human Resources Generalist (1), Human Resources Generalist (1), Human Resources Assistant (1), Human Resources Clerk (1) Payroll Supervisor (1), Payroll Compliance Officer (1) and Payroll Technician (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field.
- Must have three years of related experience.
- Must be able to type 35 wpm.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is not covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature Print Name Date

Supervisor's Signature Print Name Date