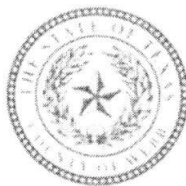


#33



CERTIFIED  
MARCH 7 2017  
By Webb County  
Civil Service Commission

**Human Resources Director**  
Human Resources

AS/2  
Pay Grade: 24

**JOB SUMMARY**

This position is responsible for administering the county's human resources functions.

**MAJOR DUTIES**

- Trains, assigns, directs, supervises, evaluates and disciplines human resources personnel.
- Remains informed of county personnel policies and civil services rules and regulations.
- Provides information and answers questions from employees.
- Processes employee grievances.
- Oversees proceedings of civil service meetings, hearings and workshops.
- Issues unemployment claims.
- Coordinates employee Fitness for Duty/EAP processes as required.
- Researches and provides documentation for Open Records Requests.
- Coordinates the development of department policies/standard operating procedures.
- Submits human resources-related articles to the county-wide newsletter.
- Attends bi-monthly Commissioners Court Meetings.
- Conducts new hire orientations.
- Responds to after-hours emergencies as part of an on-call rotation.
- Facilitates human resource training.
- Requests, compiles, and monitors the completion of employee evaluations.
- Participates in the department head evaluation process.
- Submits annual budget requests for human resources and civil service related expenses.

- 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.

#### SUPERVISORY CONTROLS

The Administrative Services Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

#### 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 city's human resource 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), and Administrative Clerk (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 Texas 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