

**POSITION DESCRIPTION
VILAS COUNTY**

<u>SECTION I: GENERAL INFORMATION</u>	DRAFT <input type="checkbox"/>	FINAL <input checked="" type="checkbox"/>
Position Title: HUMAN RESOURCES DIRECTOR	Department: Human Resources	
Immediate Supervisor's Position Title: Human Resources Committee	FLSA Status/Pay Classification Code: Exempt/4	
Original Description Date: June 2011	Revised Date: August 2015	
Oversight Committee: Human Resources Committee	Approved Date:	
Approved by: Human Resources Committee	Approved Date: September 18, 2013	

Job Summary:

The Human Resources Director is responsible for all performance management processes, policies, and labor relations issues for Vilas County. This position exercises professional administrative judgment and initiative within policy guidelines, and promotes high quality public services by administering effective and consistent performance management programs, policies and procedures. Responsible for continuous improvement programs within Vilas County, expected to result in a more efficient delivery of public services. Responsible for the identification and implementation of the appropriate staffing level of all departments within Vilas County. All duties and responsibilities are performed under and are subject to the review guidance of the Human Resources Committee and County Board as a whole.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides oversight, support and guidance on personnel and staff development to all department heads and elected officials, reporting monthly to the Human Resources Committee on on-going activities, preparing and administering the office's capital and operating budgets, and ensuring the office's compliance with all County programs and procedures. Identifies and implements performance management programs with all department heads and elected officials directed toward the improvement of work processes within Vilas County, and toward the professional development of Vilas County employees.
2. Administers employee recruitment/selection, including creating and/or reviewing and revising County position descriptions and evaluating new position requests. With the appropriate Department Heads, prepares organizational charts referenced to current job descriptions for all Vilas County employees. Maintains these charts in a central location and updates them on a minimum of a quarterly basis.
3. Acts as ex-officio member of the Civil Service Commission, and participates in all Commission activities.
4. Reviews and recommends to the Human Resources Committee changes in salary and classification, and studies staffing levels and organizational design.
5. Establishes, provides, and monitors the appropriate training opportunities for all non-department related training within Vilas County. This includes but is not limited to new employee orientation, new policy and procedure trainings etc. Facilitates all department-related training opportunities in conjunction with the appropriate department head or designee.
6. Develops and proposes to County Board, county policy and staffing initiatives to strengthen County government.
7. Coordinates the recruiting, interviewing, and hiring of County employees with the affected department head and oversight committee.
8. Administers and negotiates the health benefit programs for employees in conjunction with the Payroll, Benefits and Accounts Payable Coordinator, making recommendations to the Human Resources Committee and County Board as a whole.
9. Maintains personnel files and records and acts as custodian of the same in compliance with Wisconsin law.
10. Reviews, monitors and maintains salary, wage and benefit records/budgets and acts as custodian of the same.

11. Acts as a liaison between the County Board and supervisory staff, drafting and assisting in implementation of personnel policies and programs, assisting department heads and the Human Resources Committee with disciplinary matters, compensation benefits, and other issues.
12. Assists with labor relations activities including but not limited to grievance and dispute resolution, collective bargaining strategy planning, negotiations, mediation and arbitration.
13. Oversees the County's unemployment compensation program.
14. Ensures compliance with the Wisconsin and Federal Family and Medical Leave Acts, American with Disabilities Act, and Fair Labor Standards Act.
15. Works with the Vilas County Board of Supervisors and the Human Resources Committee to identify, plan and execute workforce optimization programs.
16. Coordinates Civil Rights Compliance matters for Vilas County and acts as the County's Equal Opportunity Officer.
17. Coordinates and maintains the Employee Recognition Program.
18. Compiles and distributes the monthly County newsletter.
19. All other duties as assigned, or as necessary for the effective and efficient operation of the Human Resources Department.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:

A. Education/Knowledge: Requires thorough knowledge or training in a profession, or in a specialized or technical field such as financial analysis, accounting, business administration or management, clinical (nursing/specialized healthcare), social services, agriculture, computer science/programming/MIS, marketing, human resources, engineering, physical plant management, and chemical or biological sciences. Equivalent to a bachelor's degree

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	Major Field of study or emphasis: Human Resources Management, Public Administration, or related field.
<input type="checkbox"/> 2 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input checked="" type="checkbox"/> 4 Year College Degree	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	

B. Licensure/Certification:

<input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred <input type="checkbox"/> N/A
Professional in Human Resources Certification (PHR)

C. Required Work Experience:

<input checked="" type="checkbox"/> In addition to Education/Licensure	<input type="checkbox"/> Instead of Education/Licensure
<ul style="list-style-type: none"> • Minimum of 4-6 years related experience, including supervisory experience of 30 or more subordinates. 	

SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:

- Must possess strong management skills, organizational skills and policy development abilities.
- Must be able to implement effective supervisory principles and techniques.
- Demonstrated personal and professional integrity and ability to work well with others.
- Ability to objectively and effectively supervise and resolve complex problems when required.
- Considerable ability to communicate effectively, both orally and in writing.
- Ability to organize and set own and subordinates' work priorities.
- Ability to work independently, possess and utilize strategic planning skills, exercise judgment and effectively utilize authority.
- Knowledge and use of contemporary office equipment, including department-specific programs.

SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:

Titles of Positions Supervised:	# of Employees:
HR/Payroll Coordinator	1

SECTION VI: JOB DESCRIPTION APPROVAL:

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

Employee Signature:	Date:
Supervisor Signature:	Date:
Human Resources Signature:	Date:

VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.