

2024
Haywood County
Human Resources Director Job Description

POSITION TITLE: DIRECTOR OF HUMAN RESOURCES
DEPARTMENT: HAYWOOD COUNTY GOVERNMENT
FULL TIME: YES
SALARY: SALARY COMENSURATE WITH EXPERIENCE AND EDUCATION
RANGE \$72,000 - \$78,000

OVERVIEW: The Human Resources (HR) Director serves in an administrative/professional position in Haywood County government, playing a pivotal role in fostering a positive and productive work environment for county employees. The Director is responsible for developing and implementing human resources policies and procedures, managing employee relations, and supporting the overall organizational goals of Haywood County. This position will handle routine communications to county personnel and disseminate general public

REPORTING AND COORDINATION: The Director is administratively responsible to the HR Advisory Committee and works directly and cooperatively with elected constitutional officials and department heads on employment functions. The Director operates in dotted-line capacity to the County Commission, and on HR projects requested by county standing committees. The Director collaborates closely with the County Attorney on personnel and legal matters.

KEY RESPONSIBILITIES:

1. Policy Development and Implementation:

- Develop, review, and update HR policies, procedures, and employee handbook in compliance with federal, state, and local regulations.
- Work with elected and appointed officials to ensure compliance with employment and labor laws.
- Standardize position description formats and streamline HR work-flow processes.
- Ensure effective communication and understanding of policies among officials and employees.

2. Employee Relations:

- Resolved employee concerns, conflicts, and grievances in a fair and impartial manner.
- Collaborate with department heads to promote a positive work culture and team cohesion.

3. Recruitment an Staffing:

- Oversee the recruitment process; from job posting to onboarding, fostering a diverse and qualified workforce.
- Conduct county employee orientation.
- Coordinate with elected officials and department heads to identify staffing needs and implement effective recruitment strategies.

4. Training and Development

- Identify training needs and collaborate with providers to enhance the skills and knowledge of county employees.
- Implement career development initiatives to support employee growth.
- Facilitate activities and programs to foster retention of employees.

5. Benefits Administration:

- Manage employee benefits programs, including health insurance and retirement plans.
- Provide information and guidance to employees regarding benefits.

6. Performance Management:

- Implement performance appraisal systems and work with supervisors to ensure fair and objective evaluations.
- Provide guidance on performance improvement plans and employee development.

7. Salary Increases; Compensation Review and Surveys:

- Work with budget director on scenarios for salary increases and bonus plans.
- Oversee implementation of approved salary plans and merit increases.
- Coordinate periodic market equity salary surveys at government-wide and departmental levels.
- Conduct and advise on individual position reviews for reclassification and/or promotions.

8. Position Control, Reporting & Compliance:

- Monitor monthly position budgets and personnel reports.
- Work with budget and payroll officers to resolve variances in personnel lines and benefit accounts.
- Oversee personnel records systems; file required diversity and EEO reports.
- Manage Workers Compensation claims and reporting.

9. Communications – Updates & Public Records:

- Disseminate general information on official events, work schedules, holidays, and closings.
- Participate in county meetings as necessary to inform and address HR matters.
- Serve as primary contact for online content updates.
- Maintain official contact list, personnel directory, and online calendar.
- Serve as liaison for public records requests.

10. Other Duties as Assigned: Perform other related duties as needed.

QUALIFICATIONS:

- Bachelor's degree in Human Resources, Business Administration, or related field. Master's degree or HR certification is a plus
- Experience of three years or more in human resources management, preferably in a government or public sector setting, is desired
- Strong knowledge of employment laws, regulations, and HR best practices
- Excellent communication and interpersonal skills
- Proficient in Human Resources Information Systems and Microsoft Office Suite

KNOWLEDGE & ABILITIES:

- Effective, goal-oriented leadership; self-starter and innovator
- Strong interpersonal, written, and verbal communication skills
- Good rapport with officials, governments, agencies, and organizations
- Analytical and problem-solving ability
- Skilled use of technology and electronic communications
- Ability to develop and work with budgets and financial information
- Handles confidential information with discretion and integrity
- Maintains professional appearance

APPLICATION: Interested candidates should submit resume, cover letter, and professional references within the application deadline to npinner@haywoodtn.gov. Interviews will be scheduled on a rolling basis until the position is filled.

Haywood County is an equal opportunity employer and encourages candidates of all backgrounds. We are committed to creating a diverse and inclusive workplace that reflects the community we serve.