



Baker County Board of Commissioners

Human Resources Director

Salary \$55,000 – 65,000 DOQ

JOB OVERVIEW

Highly responsible executive management position, performing independently under the general direction of the County Manager and guided by County Policies. Organizes, directs, and coordinates the County's Human Resources and Risk Management Department. Including but not limited to compensation and benefits, salary administration and classification, employee and labor relations, labor negotiations, grievance administration, recruitment, training and development, performance management, safety and risk management, retirement programs, payroll, insurance, and benefits administration. Responsible for maintaining the integrity and confidentiality of departmental records and employee documentation. Maintain a positive outlook in a very stressful position and present a positive attitude to all County employees.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Human Resources or closely related field with a minimum of five (5) years of progressively responsible experience in Human Resources, with at least two (2) years of experience as Director of Manager in Human Resources (public, private or non-profit sector organization).

-OR-

Ten (10) or more years' experience in the Human Resources field, including at least three years of supervisory experience; experience in a municipal government environment preferred; or an equivalent combination of education, certification, training, and/or experience.

Local government experience preferred; and valid Florida Driver's License.

CORE COMPETENCIES

- **Customer Commitment** - Proactively seeks to understand the needs of our customers and provide the highest standards of service.
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the public we serve.
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

JOB SPECIFIC COMPETENCIES

- Advanced knowledge of modern policies and practices of public personnel administration
- Advanced knowledge of employee classification, compensation and benefits, recruitment, selection, training, and labor relations
- Advanced knowledge in the Florida State retirement system
- Working knowledge of risk management and safety practices
- Skill in planning, directing, and administering personnel programs and systems
- Skill in preparing and administering departmental budgets
- Skill in adapting to a changing work environment, competing demands, and ability to deal with frequent change, delays, or unexpected events

- Advanced ability to operate a computer using Microsoft Office products (Word, Outlook, and Excel) and applicable organizational software
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to exercise sound judgment and maintain confidentiality regarding critical and sensitive information, records, and reports
- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability to efficiently and effectively administer a human resource system
- Ability to communicate effectively both verbal and in writing
- Ability to delegate, manage and supervise effectively
- Ability to organize work for timely completion
- Ability to follow oral and written instructions
- Ability to deal effectively with the public
- Ability to manage interactions to provide service and support to the County while mitigating risk
- Ability to exercise sound judgement and discretion

REPRESENTATIVE DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Administers the County personnel programs to include benefits, employee policies, recruitment, employment, labor relations and negotiations, employee relations, affirmative action, EEO records and other personnel programs
- Administers risk management and all employee and retiree insurance programs
- Updates and maintains the pay and classification plan
- Supervises the maintenance of personnel records, including FMLA, insurance, leaves of absence, Workers' Compensation, on-boarding, and orientation
- Presents personnel matters to department heads, groups, or individual employees
- Recommends changes of classification, pay and related matters to the County Manager' presents data supporting recommendations
- Makes studies and recommendations to the County Manager concerning organization structure and staffing
- Serves as official custodian of all employee personnel files
- Investigates employee complaints/grievances, assists employees, department heads and County Manager in resolution of complaints and grievances
- Coordinates and conducts exit interview to determine reasons for separation
- Consults with legal counsel as appropriate, and/or directed by the County Manager on personnel matters
- Performs management responsibilities, including but not limited to interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding, and disciplining employees.
- Performs other duties as assigned
- Confidentiality is a requirement in the Human Resources Office
- Reports to the County Manager

This classification description is not intended to be, nor should it be construed as an all-inclusive list of the duties associated with a particular position. Management may require incumbents to perform job duties other than those contained in this document at any time.