

**Beaver County, Pennsylvania
CLASS DESCRIPTION**

**POSITION TITLE: DIRECTOR OF HUMAN RESOURCES
CLASSIFICATION NUMBER: 106001
DEPARTMENT (S): Human Resources**

GENERAL DESCRIPTION OF DUTIES

This is administrative work managing the Beaver County Human Resource program. Work involves developing human resource policy, procedures and programs reflecting the broad organizational goals established by the Board of Commissioners and other elected officials. This position works with law department on multi-unit collective bargaining and is responsible for contract administration. This position supervises an office of professional, technical and clerical positions. Work is performed under the general direction of the Board of Commissioners. Performs related work as directed.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Plans and directs all human resource programs including but not limited to labor relations, employment, classification, compensation, benefits, EEO, diversity, employee health and wellness, grievance resolution, employee relations, training and performance.

Assigns, reviews, plans and coordinates the work activities of others. Provides work instruction and employee training. Maintains work standards and evaluates employee work performance. Responds to employee issues and grievances. Recommends and/or approves the selection, transfer, promotion, salary increase, discipline and/or discharge of employees.

Establishes work programs and priorities for subordinate staff and special teams and committees.

Monitors legal and professional changes in Human Resource field to assure Beaver County is in compliance with applicable law and following the best available practices. Reviews and modifies Beaver County policy, procedure and practice accordingly. Directs studies and recommends improvements to human resource policies, procedures and programs.

Interprets policy, procedure and practice for managers involving human resources.

Advises the Board of Commissioners and other elected officials on all Human Resource matters. Prepares reports and analyses and assists the county in interpreting trends and planning for human resource related change.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

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MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in human resource management, public administration, or closely related field; Master's degree in related field is preferred, supplemented by minimum seven (7) years previous experience that includes human resources, and supervisory experience; or an equivalent combination of education, training, and experience.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to

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qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.