

JOB OPENING

Van Buren County Administration Building, 219 E. Paw Paw St., Suite 303, Paw Paw, MI 49079

Applications available from the Van Buren County Human Resources

Division Telephone: (269) 657-8253

An Equal Opportunity Employer

Rate of Pay: \$ 65,000.00 **Annually/Hourly** **Posting Date:** September 8, 2017

Full-Time Part-Time 40 **hours per week** **Application Deadline:** October 15, 2017

HUMAN RESOURCES DIRECTOR

Position Summary:

Under the direction of the County Administrator/Controller, directs the County's Human Resources Department; oversees the employee relations program; coordinates the preparation of the County in collective bargaining and is responsible for implementing the labor agreements; represents the County in administrative forums related to employee services; and administers the employment benefits program including compensation and post-employment plans.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Management:
 - a. Supervise and direct the Human Resources Department Staff
 - b. Maintain centralized personnel records and administer Human Resources Information Systems in accordance with legal requirements
2. Employee Relations:
 - a. Oversee preparation of job descriptions
 - b. Manage County employment programs including hiring, training, and safety
 - c. Update and maintain personnel policies and employee handbook
3. Labor Relations:
 - a. Represent County at bargaining table with labor counsel and bargaining teams
 - b. Interpret and administer collective bargaining agreements including the grievance process
4. Wages & Benefits:
 - a. Ensure compliance with FLSA, FMLA, ADA and all other State, Federal, and Local laws regarding compensation and benefits
 - b. Manage compensation system; assist in the development and implementation of benefit packages including health insurance, disability, workers compensation, and other employment benefits programs

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Human Resources or related field required with five years human resources program administrative experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. SHRM or HCI designation preferred. Must possess advanced knowledge of State and Federal laws controlling labor relations, fair employment, civil rights and benefits. Public speaking and training skills required. Have advanced skills in Microsoft Office Suite. Ability to work with others in a team setting.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to provide first line supervision. Ability to persuade, convince and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as time sheets, department forms, billing statements, meeting minutes, deduction schedules, attendance records, budgets, lists, union contracts, labor grievances, salary schedules, computer software operating manuals, statutes, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with county employees, county officials, attorneys, insurance company representatives and retirees.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; requires the ability to perform mathematical operations with fractions; compute discount and interest.

Judgment and Situational Reasoning Ability

- Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Physical Requirements

- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds. Tasks may involve extended periods of time at a keyboard or workstation.
- Requires the ability to recognize and identify similarities or differences between characteristics of shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Tasks are regularly performed in safe and comfortable surroundings without exposure to adverse environmental conditions.