

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Human Resources Director**

**POSITION NUMBER: HR1002A**

**FLSA STATUS: E**

**POSITION DESCRIPTION**

Under administrative direction of the Director of Administrative Services, this position manages the Human Resources department including personnel management, budgeting, long/short-term planning, and oversight of the daily operations. Analyzes and advises the Board of County Commissioners on organizational structure and resource utilization. Serves as the Commissioner's agent in all labor relations activities of the County. The position is responsible for the oversight of the County's Payroll system and acts as the Benefits Administrator. Reviews and updates the County's personnel policies. Performs related duties as assigned.

**WORK PERFORMED**

- 50% HR Utilization/Methodology.** Participates on various organizational committees including health insurance and payroll. Ensures compliance with various laws and regulations including FLSA, FMLA, ADA, FMCSA and other various federal, state and local laws. Administers best practices for compliance and resources allocated to personnel costs. Oversees various Human Resources programs including new hire orientation, recruitment, application processing and status change form processing. Administers the EAP contract and conducts mandatory referrals. Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications. Continuously seeks out process improvement and enhancements. Accomplishes project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.
  
- 30% Labor Relations.** Studies the utilization of human resources and recommends improvements in utilization and work methods. Negotiates labor contracts with the organized employee groups and represents the County in the grievance resolution process.
  
- 10% Supervision of Staff.** Supervises the Human Resources department staff with respect to accountability for performance and behavior including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions. Participates in the hiring and promotional process. Instructs staff on proper completion of tasks. Inspects and reviews work of staff to ensure that projects are complete. Establishes work schedules and assigns work. Checks work procedures and products.
  
- 10% Budgets and Fiscal Management.** Prepares and administers the Human Resources departmental budget, approves purchases for the department subject to available funds, and monitors expenditures for budget compliance. Maintains fiscal control and accountability of County resources.

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**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Extensive knowledge of principles and techniques of organizational development and management, including governmental operations, budget and fiscal administration, local ordinances, and local, state and federal laws.
- Knowledge of policy development and implementation.
- Federal and State laws including EEO, FMLA, ADA, and Sexual Harassment.
- Classification, compensation, and benefits administration.
- Kansas Public Employee Relations Board procedures and applicable state statutes.
- Employee and labor relations, grievance and arbitration procedures.
- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.

**Ability to:**

- Effectively manage complex human resources programs and related activities.
- Formulate, develop and implement effective management systems and organizational programs.
- Draft proposed contract language and assemble negotiated contracts.
- Communicate with tact, skill and diplomacy when engaging in difficult and sensitive problem solving with officials, department managers, labor organizations, employees, agencies and the community.
- Communicate effectively in writing and orally in a clear, logical and concise manner.
- Maintain the utmost confidentiality in dealing with employee records and business information.
- Plan and direct the work of others.
- Communicate effectively, both orally and in writing, using the English language.
- Establish credibility and maintain effective collaborative working relationships with employees, supervisors, County officials, union officials and other agencies as well as the general public.
- Operate personal computers and software.

**Skill in:**

- Providing leadership and direction to employees.
- Written and oral communication.

**PHYSICAL REQUIREMENTS**

**N**-Never      **O**-Occasional (1%-33%)      **F**-Frequent (34%-66%)      **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching		X			Sitting			X		Driving			X	
Pushing/Pulling		X			Bending	X				High Elevation	X			
Climbing		X			Reaching	X				Unprotected Heights	X			
Throwing	X				Lifting-20 lbs.	X				Around Moving Machinery		X		
<b>ARMS</b>					Carrying	X				Driving Automotive Equipment	X			
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-20 lbs.		X			Twisting	X				Cramped Body Position	X			
Pushing/Pulling		X			Squatting	X				Sustained Positions	X			
Carrying		X			Turning	X				Noise Levels (Excessive)	X			
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing			X		Work Above Ground	X			
Far Vision			X		Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying	X				Irregular Surfaces	X			
<b>VOICE</b>					Climbing	X				Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic	X			
<b>EARS</b>					Turning	X				Exposure to Marked Changes in				
Hearing				X	Lifting-20 lbs.	X				Temperature and Humidity	X			

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**EQUIPMENT USED**

Personal Computer  
Printer

Fax Machine  
Telephone

Photocopier  
Calculator

Automobile  
Office Furniture

**MINIMUM QUALIFICATIONS**

Bachelor's Degree from an accredited college or university in Human Resources, Public Administration, Social or Human Services or closely related field.

Five (5) years' experience in personnel administration - including labor relations, mediation, organizational analysis and budget analysis.

Two (2) years managerial experience.

**SPECIAL REQUIREMENTS**

Required to pass a pre-employment physical and drug screen.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

\_\_\_\_\_  
Employee's Signature / Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority's Signature / Printed Name

\_\_\_\_\_  
Date

Created: 06/13  
Revision History: 11/16