WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Director of Human Resources **Department:** Human Resources **Supervised by:** County Administrator & Deputy County Administrator **Revised Date:** November 1, 2012

Title: Director of Human Resources

Department/Division: Human Resources Department/County Administration

Nature of Work:

- Plans, implements and administers the human resources functions for the County.

Essential Duties:

- Advisor to Department Directors: Advises Department Directors/Managers on personnel matters. Consults with legal counsel as appropriate and/or as directed by the County Administrator
- Personnel Policies and Procedures: Ensures all human resources policies, procedures and activities comply with State and federal regulations.
- New Employment Process Monitoring: Monitors the employment process for all Administrative Division County employees by ensuring proper advertisement and website posting of required notices about employment opportunities; maintaining job applications; contacting job candidates to schedule interviews, and notifying successful and unsuccessful applicants/candidates through correspondence. Upon request, may assist with monitoring the new employment process of Constitutional Office employees.
- Orientation of New Employees: Conducts initial orientation for new Administrative Division, Constitutional Offices and General Registrar employees by verifying employment eligibility; conducting necessary background checks; explaining fringe benefits programs; assisting in the completion of required payroll forms and issuing employee photo identification cards.
- Employment Exit Interview Process: Conducts exit interviews with all Administrative Division, Constitutional Offices and General Registrar employees who are retiring or terminating employment. Includes explaining continuation of health insurance rights through COBRA and providing information concerning extended coverage of other fringe benefits.

- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties.
- Employee Records: Maintains all personnel records, job applications and time sheets in accordance with established policies and state and federal law.
- Employee Timesheets: Reviews and maintains employee time sheets for all Administrative Division personnel for accuracy and accountability, including calculation of compensatory time, payment of overtime and the verification of leave balances.
- Compensation Claims, Reports and Surveys: Processes and tracks all Worker's Compensation claims; unemployment claims; FMLA leave; personnel reports and surveys of various state and federal agencies.
- Payroll Changes: Prepares and submits all payroll changes for payroll processing to the Accounting Specialist.
- Employee Service & Anniversary Dates: Maintain employee service award program records, and advises the County Administrator of pending employment anniversary dates.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain personnel information strictly confidential and works courteously and effectively with staff and public.
- Considerable knowledge of voluntary and legally mandated benefits.
- Considerable knowledge of applicable local, state and federal employment laws.
- Ability to plan, develop, implement and monitor human resource activities and programs.
- Ability to effectively present information to senior management.
- Excellent interpersonal skills and ability to work in a team environment
- Ability to keep personnel and other records in a neat, systematic and updated manner.
- Ability to prepare and maintain accurate financial records and reports.
- Proficiency with data processing and database including: Microsoft Word; Excel; Power Point and Outlook.
- Education or experience equivalent to a Bachelor's Degree in Human Resources Management or related field supplemented by six to nine years of experience in performing personnel management work including employment, benefits administration, and employee relations.

Job Location and Conditions:

- Work is performed primarily in the office setting at the Washington County Administrative Office. May be required to report to work after or before regular business hours and during emergency conditions.

- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

GENERAL APTITUDES and PHYSICAL REQUIREMENTS:

- **Mental Abilities:** Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with established procedures and policies.
- **Speaking/Talking Abilities:** Must have ability to answer the telephone, radio or switchboard; communicate with County officials; general public; vendors; supervisors and or with other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; vendors; supervisors and or other employees.
- **Reading/Ability to Read and Understand Text:** Must have ability to read and understand text.
- **Numerical:** Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- **Manual Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.
- **Finger Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.

Physical Demands:

- **Strength:** Ability to lift at least 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license and the ability to drive an automatic transmission car.
- Will have periodic driving record checks done.

Job Status: Full Time/Exempt

Salary : DoQ, DoE with Benefits

Washington County is an Equal Opportunity Employer.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position. The Board of Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.