



POSITION OPENING

POSTING DATE: October 30, 2018

DEPARTMENT: County Administration

POSITION TITLE: Human Resource Director

HOURS: Full-Time (37.5 Hours/Week)

FLSA: Exempt

GRADE: 18

WAGE: \$59,780 -\$74,676

APPLICATION DEADLINE: November 12, 2018

Interested candidates should submit a resume and a County Employment application to:

Human Resource Department
11 S. 4th Street
Suite 114
Pekin, IL 61554

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> at the top right-hand side under "Employment Opportunities."

Tazewell County is an Equal Opportunity Employer



Tazewell County Position Description

Position Title: Human Resources Director
Department: County Administration
Reports To: County Administrator
Subordinates: To be determined
FLSA Status: Exempt
Date Prepared: October 15, 2018
Grade: 18

SUMMARY

Under the general supervision of the County Administrator, the Human Resource Director manages, plans, organizes and directs the activities of the Human Resources Department, including payroll. Works closely with appointed and elected officials and employees to carry out the County's personnel and other human resource policies and procedures. Assists with the development of policy and conducts human resources activities related to employment compensation, labor relations, benefits, training and employee service. Assists with and provides financial analysis for a variety of human resource functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned based on the County's needs.

Maintains confidentiality due to the sensitive and confidential issues handled by the County Board and County Administration.

Assists the County Administrator in negotiating seven collective bargaining agreements, mediation, and arbitration hearings. Assists in resolving labor disputes and grievances. Assists with the preparation of strategies and wage analysis for negotiation purposes.

Oversees employee benefit programs by directing the administration of the IMRF pension plan, group health insurance, life and other insurance plans, flexible spending and COBRA, HIPPA, and FMLA. Analyzes existing benefit policies and practices and recommends changes to the County Administrator. Notifies employees of changes in benefit programs.

Participates in the bid process for employee health coverage and the selection of the Third Party Administrator. Makes recommendations to the County Administrator and works with the vendor in the implementation of the County's Summary Plan Description. Assists with the projected costs for employee and employer contributions and the projected revenue and expenses related to the Health Internal Service Fund.

Oversees the coordination of the Annual Health Fair and Flu Shot Clinic with the City of Pekin, the Health Department and the Wellness Provider.

Supervises the work of the Payroll Administrator and HR Generalist providing direction, assigning work and evaluating performance.

Oversees the County's employee orientation program, including a thorough explanation of wages, benefits, and working conditions, as well as policies and procedures applicable to the particular employee.

Oversees the County's termination process assisting Elected and Appointed Officials with documenting, investigating and offering recommendation for employee terminations. Ensuring coordination between the Elected or Appointed Official, HR Generalist and Payroll Administrator when an employee is terminated.

Develops and recommends personnel policies and procedures to County Administration, communicates any suggested changes to the Assistant States Attorney and Elected and Appointed Department Heads to obtain their buy-in prior to submission to the HR Committee. Ensures all approved revisions are completed and employees are notified.

Oversees the investigation of employee relation issues such as employee complaints, harassment allegations, and civil rights complaints and keeps the County Administrator apprised of all situations.

Acts as a backup HR Generalist, as needed.

Keeps abreast of laws affecting public personnel, labor relations, payroll/taxes, employee benefits, workers compensation, family medical leave, etc. Provides recommendations to existing operations based on new information.

Assists with the preparation of the Risk Management and Health Internal Services budgets.

Participates in, or arranges for representation, at administrative staff or other meetings and attends seminars related to employment law, workers compensation, health or liability insurance, and other human resource related topics.

Responsible for the maintenance of the list of approved positions and associated salary grade levels and ensuring all job descriptions are updated to reflect the most recent PEC position evaluation.

Establishes and maintains effective working relationships with the County employees, Elected and Appointed Officials, the general public, and other government agencies.

Oversees and assists with the preparation of the annual W-2 and 1095 (Affordable Care Act) filings and distribution to employees.

Works with the County's legal counsel on legal issues, lawsuits, complaints and/or compliance issues as required while keeping the County Administrator informed of all issues. Works with the County Administrator, and others as necessary, to formulate responses and policies to improve loss control and risk management efforts.

Oversees the Safety Committee, makes recommendations to the County Administrator regarding trainings or changes necessary to ensure the safety of all employees and the public. Communicates with employees and management about various human resource policies, procedures, laws and other government regulations.

Assist Elected and Appointed Officials in new approaches, policies and procedures to continually improve employment practices within the County operations.

Ability to act perform all payroll functions in the absence of the Payroll Administrator which includes preparing, processing and calculating payroll, make changes to payroll deductions, inputting new employees into the CHIPS and BUCS software and the TPA portal, reporting of taxes, etc.

Assists with development of compensation strategy for non-union employees and provides financial analysis of various strategies.

SUPERVISORY RESPONSIBILITIES

Directly supervises the Human Resource Generalist and the Payroll Administrator. Performs supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, scheduling and assigning work, instructing and training in methods and procedures, checking and approving work, making recommendations regarding employee job performance, conducting performance evaluations, making hiring recommendations, recommending salary adjustments and providing final decisions on salary adjustments. Ensures the County is in compliance with all applicable legislation regarding labor relations, employee relations, employment, employee benefits, safety, compensation and other employee related matters.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate a strong track record of delivering results and the ability to manage multiple priorities in a complex and fast-paced environment. Must be able to apply reasoning, analyze, prioritize, conceptualize, make judgments and resolve issues and problems.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Human Resources, Public Administration, or Management from a four-year College or University. Significant experience (5+ years) may be substituted for formal education requirements. Experience preparing payroll for a large group of employees (400+) with varying levels of benefits is strongly preferred. Experience in multiple facets of H.R. management, including policy development, risk management or a self-insured health insurance program, is strongly preferred. Experience in a union environment in the public sector is desired. SPHR certification is desired.

TECHNOLOGY

Candidate must have strong background technology: software applications in word processing, spreadsheet, database management, PowerPoint, and human resource and payroll applications.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, employees, vendors and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as percentages, costs, interest, and proportions. Ability to apply concepts of basic algebra and geometry. Background or experience in finance and/or statistics is strongly recommended.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Thorough knowledge of personnel policy development and compensation management. SPHR is desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to use hands to finger, handle or feel; reach with hands and arms; and test or smell. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The above statements are intended only to describe the general nature of the job, and should not be construed as an all-inclusive list of position responsibilities. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief.