



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

HUMAN RESOURCES DIRECTOR

DAWSON COUNTY HUMAN RESOURCES
Full-Time/Salary/Exempt

JOB SUMMARY

This position is responsible, under administrative direction from the County Manager, to plan, organize, and direct the County's Human Resources Department. This position is responsible for the overall operation of the Human Resources Department and the establishment and direction of departmental and payroll policy and procedures, consistent with the role of Human Resources as a strategic partner with other County departments.

ESSENTIAL DUTIES

- Establishes and promotes the vision and direction of the Human Resources Department consistent with State, Federal, and local laws and regulations, labor agreements, County Manager, and the County's strategic plan as approved by the Board of Commissioners.
- Establishes appropriate policies, services, structures, controls, and reporting systems, for the efficient and effective performance of human resources functions; forms collaborative, service-oriented relationships with other County departments for the effective and efficient delivery of services.
- Oversees the planning, development, and implementation of recruiting, testing, classification, compensation, training, organizational development and record-keeping programs.
- Manages County Performance Evaluation System, Salary Adjustments, Leave Policies, Garnishments, and personnel records.
- Oversees programs including Workers' Compensation, Property and Liability, Health and Wellness, and Safety and Loss Control.
- Reviews and analyzes legislation, laws, and public policy and designs and modifies human resources policies to ensure that programs are current, competitive, and in compliance with legal requirements.
- Evaluate human resources policies and programs to identify problem areas/solutions; develops and recommends changes for improvement in departmental policies and practices; directs the implementation of new revised practices or programs to improve operations.
- Investigates employee complaints and recommends proper actions that adhere to County Policy and State and local laws.
- Oversees the administration and renewal contracts for the medical, retirement benefits, and insurance programs.

- Enrolls employees in insurance and benefit programs; assists employees with handling medical claims; communicates with medical providers and insurance carriers as needed.
- Manages Drug and Alcohol Program and administers random drug/alcohol testing.
- Manages and oversees implementation of County Employee Handbook and administers updates as needed.
- Administers the departmental budget.
- Performs such general office duties as answering the phone, directing calls, assisting customers, preparing copies of records, and typing materials.
- Performs other related duties as assigned.

KNOWLEDGE/ SKILLS / ABILITY

KNOWLEDGE OF:

- General office practices and modern office equipment; proficiency with modern department software used for word processing, spreadsheets, and various Human Resources operations and activities.
- Relevant County ordinances, codes, policies, and procedures related to all Human Resources functions.
- State and Federal laws, Departmental policies and reporting requirements as related to payroll and personnel functions.
- State and Federal laws related to insurance pension and worker's compensation programs.
- General accounting and bookkeeping practices.

SKILLED IN:

- Organization; establishing and maintaining records.
- Basic mathematical calculations.
- Analytical and problem-solving skills.
- Operating modern office equipment, such as a computer, calculator, facsimile machine, and copier.
- Handling high volume of complex work; preparing a variety of material and prioritizing work load.
- Dealing with the public.
- Verbal and written communications is vital, including presentation and public speaking skills.
- Tact, discretion, initiative and independent judgment within established guidelines to handle emergency situations and problem solving.

ABILITY TO:

- Effectively present material either orally or in a written format.
- Establish and maintain an effective working relationship with fellow county employees, department heads, elected officials, county management, and the general public.
- Compile, organize, prepare and maintain an assortment of records, reports, and information in an effective manner and according to departmental and/or government regulations.
- Utilize and understand computer applications and techniques as necessary in the completion of daily assignments and maintenance of financial records.
- Microsoft Office proficient
- Read, understand, and interpret Human Resources reports and documentation, testing materials, employment laws, and other related materials
- Analyze and resolve office administrative situations and problems
- Organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction.

COMPLEXITY

The work consists of understanding and applying employment guidelines, interpreting laws, ordinances and regulations for the entire County. The work is done to meet the goals and needs of all County departments, department directors, Board of Commissioners, and taxpayers.

CONTACTS

- Contacts are typically with co-workers, department heads, other county employees, elected officials, representatives of other county and city governments, attorneys, contractors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to ensure performance of all Human Resources functions of the county, including Classification, Compensation, Benefits, and Risk Management. Successful performance ensures accuracy and efficiency of personnel, payroll, and risk management processes.

Physical Ability: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, up to 5 pounds regularly and up to 25 pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Clear hearing and speech are required.

Environmental Factors: The work is typically performed in office settings. Fast paced, requiring flexibility in handling a variety of functions simultaneously.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Human Resources and Risk Management personnel.

MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Knowledge and level of competency commonly associated with completion of Bachelor's degree in Human Resource Management, Business/Public Administration or a related field.
- Three (3) years of progressively responsible related experience.
- OR any combination of education, training and experience which sufficient experience to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with two to three years' experience or service.
- Possess exceptional interpersonal communication, data entry and organizational skills.
- Must have leadership experience and the ability to communicate and work together with departments and external agencies.
- Skilled in operating modern office equipment and knowledgeable in office procedures and administrative methods.
- Microsoft Office proficient.
- Experience with Onboarding processes and Risk Management preferred.
- Possess a valid Georgia driver license and a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____