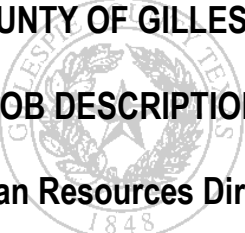


COUNTY OF GILLESPIE

JOB DESCRIPTION
Human Resources Director

DESCRIPTION OF POSITION:

The Human Resources Director shall be responsible for the day-to-day operations of the Human Resource Department. The Director manages, oversees and directs the development of standards, procedures and other applicable policies pursuant to the delivery of a comprehensive Human Resource Department for Gillespie County.

ESSENTIAL DUTIES / FUNCTIONS:

Essential duties/functions, under the supervision of the Gillespie County Commissioners Court, may include but are not limited to the following:

- Provide vision and leadership in administering all human resource activities.
- Maintain recruitment and hiring practices, classification and compensation programs.
- Write, maintain, distribute and update the County Employee Handbook
- Counsel elected officials and department heads in carrying out their responsibilities with regard to human resource matters.
- Performs payroll functions, including coordinating, entering, and submitting, bi-weekly payroll.
- Updates payroll records by entering changes in salary and position status.
- Keep current on industry trends and employment legislation and ensure the County's compliance.
- Ensure that job descriptions are up-to-date.
- Advertise for vacant positions.
- Coordinate pre-employment screenings.
- Conduct new employee orientation.
- Prepare all new employee documentation as required by law and Gillespie County.
- Review and make recommendations to Commissioner Court for improvement of the County's Human Resource Policies, procedures and practices; including wages and benefits.
- Plan and execute internal and external human resource training programs.
- Coordinate health, safety and risk management programs.
- Coordinator for hazardous materials reporting.
- Establish procedures for the completion and handling of accident and incident reports.
- Manage drug and alcohol testing policy for county positions requiring a commercial driver license.
- Prepare and monitor the annual budget for the Human Resources Department
- Assist employees with issues regarding policies, benefits or workplace safety issues and / or injuries.
- Facilitate wellness programs and other beneficial programs for employees.
- Develop short and long range goals for the Human Resource Department
- Develop employee recognition programs and other initiatives to boost employee morale.
- Enter employee benefits information.
- Reconcile benefit changes to invoices received from vendors.
- Process termination paperwork.
- Run employee background checks and other verifications as necessary.
- Answer inquiries made by phone, email and in person.
- Schedule insurance appointments, meetings and any other events.
- Post jobs on Gillespie County Website and other platforms.
- Send job postings to the paper.
- Prepare workers compensation injury reports and process follow up paperwork as needed.
- Write letters on various topics as is needed in the Human Resources Department.
- Gather information for employment verifications.
- Maintain Human Resources filing system.
- Communicate personnel changes that relate to payroll and benefits.
- React to change in a productive manner and performs other related duties or tasks as may be assigned.

SKILLS and ABILITIES

The ideal candidate will have the ability to:

- Knowledge of all federal and state laws and / or regulations as it relates to human resource practices.
- Observe and adhere to strict rules of confidentiality of all personnel related matters.
- Knowledge of business and management principles involved in strategic planning, human resource modeling, leadership, team building and coordination of human resource programs.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Skills in good judgement, approachable, possess solid problem solving skills, ability to handle multiple tasks, be self-motivated, deal with short deadlines and be well organized.
- Communicate courteously and effectively with co-workers and the general public.
- Properly train personnel in all required fields of Human Resource.
- Knowledge of advanced computer, data systems and related office equipment.
- Ability to be a team player and effectively work well with others.
- Effectively use office equipment such as computer, copier, scanner and calculator.
- Perform assigned duties without continual supervision and make sound, independent judgments.
- Manage multiple and changing priorities as may be necessary.
- Establish and maintain effective working relationships as necessitated by work assignments.
- Effectively deal with the public in a professional and positive manner consistent with the requirements of being a public servant.
- Function with a minimal amount of supervision, meet frequent deadlines and be detail oriented.
- Perform other related duties / functions as may be required or as delegated by the Human Resources Director.

MINIMUM REQUIREMENTS / QUALIFICATIONS:

- Bachelor’s degree from accredited four-year college or university with major coursework in human resource management, business or public administration, organizational development, or a related field is generally preferred. NOTE: Sufficient work experience in the above-mentioned fields may be substituted for a college degree.
- One year of experience in the Human Resources field is required. Three years in the field is preferred.
- Must be at least 18 years of age.
- Must consent to and pass criminal background check.

WORKING CONDITIONS and SCHEDULES:

County facilities, including vehicles, are smoke-free and alcohol free working environments. Location of this position is in the Gillespie County Courthouse which consists of a normal office environment with heat and air conditioning in a multi-person work area. Occasional work will be done in storage areas which have little to no air handlers.

The position requires daily and prolonged repetitive motor movements, such as but not limited to: computer data entry and use of office equipment (telephone, calculator, typewriter, fax, scanner, copier). The position also requires prolonged periods of sitting and standing. Daily placement of records within filing system will require stooping/bending and moving/lifting/pulling storage files and boxes.

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours are generally 8:00 a.m. to 5:00 p.m. with an hour for lunch. Regular work attendance is essential. Employee must arrive to work on time, prepared to perform assigned duties and work assigned schedule. Employees are required to record their work hours properly and to submit time records promptly to their supervisor. Unscheduled hours including holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations.

I have read and understand the essential duties / functions; skills and abilities; minimum requirements; and working conditions and schedules of this position.

Signature _____

Date _____