



CLASS SPECIFICATION FOR:

Director of Human Resources

General Statement of Duties:

Manages the County's Department of Human Resources and provides administrative oversight of the provision of the County's centralized human resources benefits, services, programs and policies; does related work as required.

Distinguishing Features of Class:

Primary responsibilities include oversight and management of the planning, development, implementation, delivery, monitoring, evaluation of and reporting for the County's comprehensive program of human resources benefits, services, programs and policies; providing proactive recommendations for personnel policies, procedures, and practices to the County Manager for approval, who is codified as the Chief Human Resources Officer; formulation of policies and procedures for the County and for the Human Resources (HR) Department; oversight of the operations and staff of the County's centralized human resources divisions; collaborating with County departments' management teams to empower and support departments' workforce planning and management efforts. Work is performed under the general policy direction of the County Manager and is reviewed for results obtained and consistency with County goals, needs and applicable regulatory requirements. The incumbent must stay well informed on current and anticipated workforce trends, the County's workforce needs, legislation, and professional human resource services, programs, policies and practices appropriate for a large and progressive organization. Requires wide-ranging proficiencies in political savvy, interpersonal and communication skills to collaborate and interact effectively and productively with a diverse workforce, all levels of County Administration, County Officials, local counterparts, a diverse array of other relevant stakeholders and the public.

Examples of Assigned Duties (*illustrative only of the types and scope of duties and responsibilities assigned to positions in this class*):

- Directs the ongoing administration of approved employee benefits, services, programs and policies to keep pace with the goals and needs of a large and progressive County and diverse workforce;
- Directs the operations and staff of the County's centralized human resources department including but not limited to benefits, recruitment, classification and compensation, employee relations, employee health services, fitness and wellness, training and development, HRMS, and personnel records;
- Directs the updating and introduction of approved benefits, services, policies and programs under the purview of the HR Department as well as the altering of HR Department operations to ensure ongoing compliance with legislation and high-quality delivery of professional human resource benefits, services and programs appropriate for a large and progressive organization;
- Monitors state and federal legislation that impacts County human resources benefits, services, programs and policies;
- Monitors emerging workforce and human resource management trends and recommends enhancements and modifications to the County's workforce management practices based on identified workforce, workplace and community needs;
- Ensures the County's recruitment efforts are positive, inclusive and consistent with all legislative and regulatory mandates;
- Provides administrative oversight and guidance to staff with primary responsibilities for employee relations activities;
- Directs the administration of the position classification and compensation structures and plans to ensure proper internal relationships as well as consistency with external influences such as the local labor markets;
- Works collaboratively with counterparts in Henrico County Public Schools to oversee and ensure the unified classification and compensation structures and systems, as well as other approved personnel policies and practices, are compliant with all applicable regulatory requirements as well as the organizations' workforce needs;
- Directs the development, delivery, monitoring and evaluation of all County-sponsored employee and supervisory training and professional development efforts;
- Directs the development, delivery, monitoring and evaluation of all employee health and wellness programs;
- At the direction of the County Manager, initiates and oversees the preparation, implementation, interpretation, and periodic review and revision of the County's approved personnel policies and procedures;
- Provides administrative oversight and guidance to the establishment and maintenance of departmental and centralized personnel records management and reporting systems;
- Maintains policies of equal employment opportunity in all personnel activities and programs, serving as ex-officio member of the County's Equal Employment Opportunity committee, preparing reports and making recommendations to the County Manager, with responsibility for the preparation and submission of required statistical reports to the EEOC;
- Prepares necessary reports for the County Manager subject to the Manager's direction;
- Conducts special research and survey projects on own initiative as needed and as directed by the County Manager;
- Performs other duties as assigned.



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Required Knowledge, Skills and Abilities:

Comprehensive knowledge of the specialized principles and practices of human resource administration, including classification, compensation, benefits, training, organization development, recruitment and selection, testing, employee relations, management information systems and services, employee health and wellness; comprehensive knowledge of local government organization and administration; personal accountability and professional integrity; sound judgement and critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to under pressure and in emergency situations; ability to accurately synthesize data, consider and weigh a variety of relevant factors and make legally defensible determinations, decisions and recommendations; ability to multitask and effectively manage competing priorities; ability to plan, coordinate, control and evaluate both short- and long-term projects and programs; excellent management and supervisory skills including the ability to develop, coach and mentor as well as foster and maintain high morale and engagement; excellent communication and interpersonal skills; ability to collaborate effectively to achieve department and County goals; excellent public speaking and presentation skills; excellent written and verbal skills with the demonstrated ability to convey information and ideas clearly and accurately to diverse target audiences; accounting or other financial skills with sufficient ability to develop budgets, manage expenditures in accordance with County Finance policies and manage department operations effectively within budget; excellent customer service skills; tact and courtesy. Requires the ability to attend evening meetings and work a flexible schedule as needed.

Minimum Education and Experience:

- Education: Four (4) year degree in human resources, public administration, or other relevant field; master's degree in human resources, public administration or a relevant field preferred;
- Experience: Eight (8) years of progressively responsible experience in human resource administration, including five (5) years of experience in a supervisory or managerial position;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license to perform assigned duties at various locations Countywide.