

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JULY 18, 2014
CLOSING DATE: AUGUST 8, 2014

DEPARTMENT: Human Resources

POSITION: Director of Human Resources and Risk Management

LOCATION: Globe

JOB CODE: 14-058

ANNUAL SALARY: \$67,637.00-\$96,383.00 DOE

PURPOSE OF THE JOB

This position plans, directs, and manages the development and implementation of Human Resource and Risk Management policies and programs for Gila County. This also entails ensuring compliance with federal and state laws, providing advice to employees, and investigating incidents and complaints.

SUPERVISORY RESPONSIBILITIES

Assigns work to other employees and supervises related activities. Makes final decisions on hiring employees; scheduling work hours of employees; evaluating performance of employees; handling employee grievances; employee training; granting time off; employee promotions; employee salary increases; disciplinary actions; employee coaching; discharging employees; managing assistants; and managing supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none">Plans and directs Human Resource programs, including employee relations, compensation, benefits, training and development, recruiting and staffing, performance management, organization planning and development, regulatory compliance, and human resource information systems.	30%
<ul style="list-style-type: none">Plans and directs risk management programs, including employee safety, security, accident/injury investigations, training, OSHA compliance and reporting, property and liability insurance, claims management and investigation, and regulatory compliance.	20%
<ul style="list-style-type: none">Serves as member of the Gila County administrative team and management team in setting overall strategic goals, policies, direction, and budgets for Gila County.	10%
<ul style="list-style-type: none">Develops and implements Human Resource and Risk Management policies and procedures for county.	10%
<ul style="list-style-type: none">Interprets and ensures compliance with federal and state employment and safety laws and regulations; monitors changes in legislation and regulations.	10%
<ul style="list-style-type: none">Advises and counsels department heads, elected officials and employees regarding employee relations issues, policies and laws.	10%
<ul style="list-style-type: none">Investigates and evaluates risk management incidents or complaints and employee relations incidents including complaints of discrimination, harassment, or policy violation before determining appropriate action.	10%
<ul style="list-style-type: none">Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

Reviews, edits, and provides recommendations for county-wide level budget; reviews, approves for submission and presents the department level budget.

PROJECT RESPONSIBILITIES

Initiates, communicates, reviews, approves project resources and communicates results of organizational planning projects; organizational development projects; human resources and employee training & development projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues on a daily basis; explains County procedures on a daily basis; responds to public inquiries on a daily basis; participates in meetings on a weekly basis; gives presentations on a monthly basis; speaks with the media on an infrequent basis; negotiates or persuades on a daily basis.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents on a daily basis; internal memos on a daily basis; formal letters on a daily basis; emails on a daily basis; reports on a daily basis.

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INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, the public, Board of Supervisors, regulatory bodies, and other institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Always (More than 85% in a year)

MINIMUM EDUCATION REQUIRED

Bachelor's Degree in Human Resources, Business Administration, or related field; or equivalent combination of education, training and experience.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Ten (10) years experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

SPHR preferred.

KNOWLEDGE REQUIRED

Administration & management, human resources management, federal, state, local laws, regulations, statutes, labor laws, human resource information systems, risk management, safety, claims/incident investigation, compensation and job evaluation, training, security, and benefits.

SKILLS REQUIRED

Analytical thinking, critical thinking, communicating diplomatically, public speaking (large groups), persuading and influencing, problem solving, developing alternative solutions, negotiating, analyzing operations, and multi-tasking.

ABILITIES REQUIRED

Recognize problems, solve problems deductive reasoning, solve problems with inductive reasoning, consider options, risks, and benefits, professional level written and oral communications, remain calm in stressful situations.

PHYSICAL DEMANDS

- Routinely stands to present.
- Regularly sits to complete a program.
- Rarely lifts up to 25 lbs. of work related materials, equipment, tools, and/or gears.
- Requires dexterity for keyboard operation on a constant basis.
- Incumbents in this position may be required to regularly walk to and from worksites.

WORK ENVIRONMENT

Incumbents in this position constantly spend time in office environment; routinely spend time in classroom(s); rarely spend time in automobile.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk; may become exposed to routine telephone verbal abuse by customers, patients, or citizens. Occasionally may become exposed to emotional customers, patients, or citizens, and occasional physical danger.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can have legal ramifications, loss of funding, and/or loss of organization's credibility.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.