

Spotsylvania County, Virginia

Classification Description



Classification Title: Deputy Director of Human Resources
Department: Department of Human Resources
Reports to: Director of Human Resources
Pay Grade: G26
FLSA Status: Exempt

JOB SUMMARY

Under minimal direct supervision, the Deputy Director of Human Resources manages and directs assigned staff in the administration of human resources functions for the County to include, but not limited to staffing, compensation, training, benefits administration, and workers' compensation. Work also involves continuous process improvement, creation and modification of standard operating procedures (SOP), participation on cross-functional teams, and other programs and projects as assigned by the director. Performs the duties of the Human Resources Director when absent. Reports to the Director of Human Resources.

ESSENTIAL JOB FUNCTIONS

- Supervises, directs and evaluates assigned human resources staff, to include training motivation and corrective action.
- Studies, analyzes, and standardizes documented procedures in assigned areas to improve efficiency and effectiveness of operations. Regularly reviews and modifies SOPs to keep documentation current with actual practices.
- Inputs, audits and generates reports on employee status, benefits, payroll, performance evaluation and other data points to ensure accurate record-keeping and to inform decision making and administration of HR functions such as open enrollment and performance evaluation.
- Maintains current knowledge of employment law and regulations including FLSA, ADA, COBRA, EEO, Civil Rights Act, PPACA and FMLA.
- Serves on cross-functional teams to implement enhancements to HRIS, payroll, records management, benefits, safety and other HR functions.
- Oversees and measures return on investment (ROI) of training and other employee welfare programs.
- Assures compliance with local, state and federal statutes related to employee benefits programs and employment laws.
- Responsible for maintenance and upkeep of personnel data in the HR/payroll software.
- Works closely with the finance department on matters related to payroll, position control, liability and other relevant areas of shared accountability.
- Assists director with short and long-range planning for the human resources department.

- Assists with preparing annual departmental budget and monitors expenditures in assigned areas to ensure sound fiscal control.
- Coordinate, maintain, and research health, dental and life insurance for latest trends and programs in collaboration with benefits analyst.
- Works with departments in identifying and resolving liability exposures, ensuring that benefits and safety programs are developed and implemented properly and consistent with County and insurance carrier policies and procedures.
- Assists County departments with employee relations issues.
- Provides general human resources information to employees and the general public.
- Acts as director of human resources in the absence of director, within established guidelines.
- Performs other related duties as assigned.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described.

MINIMUM EDUCATION AND EXPERIENCE

Bachelor's Degree in Human Resources, Business or Public Administration or a related field, with a minimum four (4) years of progressively responsible experience in public human resources administration and management; or any equivalent combination of training and experience which provides the required skills, knowledge and experience and abilities.

Senior Professional/Professional in Human Resources Certification (SPHR/PHR) or Senior Professional/Professional in International Public Management Association for Human Resources (IPMA-CP/SCP) certification preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles, procedures and practices of public personnel administration.
- Knowledge of federal, state and local laws, rules and regulations governing personnel administration.
- Knowledge of the policies, procedures, methods, and practices of filing insurance and worker's compensation claims.
- Knowledge of the County's organization and operational policies and procedures.
- Knowledge of personnel and management principles, practices and techniques as they relate to the administration of manpower resources and planning, position management, staff development and training, policy development and administration, employee relations, and related human resources and management functions and services.
- Knowledge of organization, functions and programs of municipal government.

- Knowledge of the current literature, trends, and developments in the field of municipal personnel administration.
- Knowledge of administrative, managerial and supervisory practices and techniques involved in directing personnel management programs and services.
- Ability to operate a variety of office machines, including popular computer driven word processing, spreadsheet and file maintenance programs.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified and/or improved personnel programs, services and activities.
- Ability to organize and supervise effective personnel management programs and services, and to promote personnel management practices as a part of the total management process.
- Ability to effectively express ideas orally and in writing.
- Ability to make oral presentations before large groups of people.
- Ability to work with a variety of officials at different levels of government under differing managerial controls and at different physical locations.
- Ability to exercise tact and courtesy in frequent contact with employees, outside service vendors or agency representatives, and the general public.
- Ability to exercise tact and discretion in handling confidential personnel matters.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.
- Ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants, and receiving instructions, assignments or directions from superiors.
- Ability to read a variety of reports, legal documents, letters, manuals, plans, etc.
- Ability to prepare correspondence, reports, job descriptions, charts, budgets, personnel policies, performance review forms etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to speak before groups of people with poise, voice control and confidence.
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional terms in employment law, employee relations, and human resources.
- Ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; compute discount, interest and ratios and proportions.
- Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing well under stress, when confronted with persons acting under stress.

PHYSICAL REQUIREMENTS

Must be physically able to operate a variety of machinery and equipment including common office machines, such as computers, typewriters, copiers, facsimile machines, etc. Must be able to exert up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are those for Sedentary Work. Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape. Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment. Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination. Does not require the ability to differentiate between colors and shades of color. Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

Date:
01/2019