



Title: Human Resources Director

FLSA Status: Exempt

Department: Human Resources

Updated: 11/2022

General Definition of Work

Performs complex work for the administration and management of the human resources functions for Pope County; provides a variety of complex administrative, technical and professional work in analyzing and administering the various components of the human resource systems and well as loss control, risk management and workers' compensation functions, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Administrator.

Supervision is exercised over all department personnel.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Assesses policies and procedures and recommends changes as necessary; ensures that policies and procedures are effectively communicated and consistently applied; provides interpretation and clarification of rules, policies, laws, agreements, etc. and acts
 - Directs and coordinates the implementation of the County's benefits and insurance programs.
 - Diffuses and minimizes employee relations issues through training, communication, and documentation; investigates complaints related to, but not limited to sexual harassment, hostile work environment, discrimination, human rights, etc.; serves in a management role in conjunction with County Administrator in all labor matters.
 - Develops and maintains classification and compensation plans for all employees (union and non-union) in compliance with the Minnesota Pay Equity Act.
 - Plans and implements employee programs and training to foster a positive and productive organizational culture.
 - Analyzes and ensures compliance with regulations related to, but not limited to ADA, FMLA, EEO, Human Rights Act, Pay Equity, Data Practices, OSHA, FLSA, etc.
 - Develops long and short-term goals related to personnel management and budget.
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Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and practices of human resources administration, including wage and salary administration, training, labor/employee relations, safety and risk management and fringe benefits programs; thorough knowledge of state and federal laws related to human resources administration; ability to express ideas effectively both orally and in writing; ability to analyze facts and prepare detailed recommendations and reports; ability to plan, supervise and review the work of



subordinates; ability to establish and maintain effective working relationships with elected officials, employees, labor union officials, vendors, consultants, and the general public.

Minimum Qualifications

Bachelor's degree and considerable experience, or a combination of equivalent education and experience.

Special Qualifications

Valid driver's license in the State of Minnesota.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees always but may walk or stand for some periods of time.
- This classification seldom involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; and hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Occasional
Up to 25	Seldom
Up to 50	Seldom
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Seldom
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Seldom
Extreme Cold, non-weather	Seldom



Human Resources Director
Job Description

Extreme Heat, non-weather	Seldom
Noise Level	Moderate

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.