



## FRANKLIN COUNTY JOB POSTING Human Resources Director

<b>Open Date:</b> July 22, 2022	<b>Location:</b> Franklin County Courthouse 1016 N 4 <sup>th</sup> Ave Pasco, WA
<b>Close Date:</b> August 22, 2022	<b>Type:</b> Full-Time, Non-Bargaining
<b>Reports to:</b> County Administrator	<b>FLSA Status:</b> Exempt
<b>Salary and Benefits:</b> Grade 21, Starts at \$43.73/Hour; Full Benefits Package	

### SUMMARY

The Human Resources Director creates short and long-term strategic direction and develops and implements policies, procedures, programs and related technology and support systems, to achieve related goals and objectives for the Human Resources (HR) department and the County. This position directs, evaluates, and continuously improves the operation of the department and oversees HR employees and the development, modification, and implementation of HR functions including employee relations initiatives, talent acquisition, employee development, retention, legal compliance, benefits administration, labor relations, and employment practices and procedures, according to current department and County practices, in order to maximize the productivity of the County by optimizing the effectiveness of its employees. The Director represents the County in labor negotiations with both direct and bi-County bargaining units and oversees the Civil Service and LEOFF I Disability Board records maintenance and compliance.

### ESSENTIAL FUNCTIONS OF THE JOB

- Monitors federal, state, and local legal requirements in order to evaluate impact, anticipate needs, and advise management on necessary actions to ensure compliance and mitigate risk.
- Plans, organizes, and leads research, review, development, and implementation of new or updated personnel policies and procedures, employee handbooks, and other employee communications.
- Conducts research, communicates results, and makes recommendations on compensation and classification related actions.
- Evaluates, interprets, and communicates information and/or recommendations to employees, management, and elected officials on topics related to personnel policies, established practices and procedures, and labor contracts. Manages information and provides general administration of labor contracts.
- Formulates and develops organizational strategies by identifying and researching HR issues, contributing information, analysis, and recommendations and establishing and aligning HR objectives with County objectives.
- Conducts investigations and makes recommendations pertaining to allegations of misconduct or employee grievances.
- Serves as the Public Records Officer for HR and employee records.
- Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.
- Plans, organizes, assists, and directs the work assignments/schedules for the programs, plans, requirements, and administration of services for the HR department in accordance with related codes, ordinances, regulations, laws and County guidelines.

## **FRANKLIN COUNTY JOB POSTING**

# **Human Resources Director**

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- Develops, administers, and monitors an accurate, realistic, and fiscally sound department budget and fiscal operation, including payroll, of the department. Approves, monitors and manages expenditures, revenues, and costs in a timely manner, ensuring compliance with approved budget and in accordance department goals, objectives and County standard practices.
- Evaluates employee performance and provides consistent and timely performance feedback and coaching to direct reports. Provides support, identifies and coordinates training or development activities as needed to enhance employee's effectiveness, and manages performance issues up to and including administering discipline and termination. Supports supervisors in their role of managing employee performance.
- Plans, organizes, directs, and communicates the development, implementation, and progress of the department goals, objectives, budget, policies, procedures, priorities, safety requirements, and performance standards to ensure the efficient and effective operations in compliance with County standards.
- Communicates information and recommendations regarding the HR department services in Franklin County Board of Commissioner meetings and meetings with individuals, other directors, elected officials, and/or the general public, according to current department and County practices.
- Oversees the creation, development, and maintenance of systems and records including files, lists, logs, and other recordkeeping systems utilizing computerized and manual systems that provide for proper evaluation, control, and documentation of assigned operations according to current department and County practices. Ensures records are accurate and available for annual audit.
- Monitors, reports, interprets, communicates and implements changes to policy, procedures, or programs due to new trends, innovations, federal, state and local rules, laws, regulations, legislation, codes, and ordinances as they relate to the HR department operation.
- Oversees the selection, development, and maintenance of HRIS and HR components of the County's financial software system.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Expert knowledge of modern principles, methods, and practices in HR.
- Expert knowledge of Franklin County business and financial acumen and the application and interpretation of Franklin County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment.
- Expert knowledge of principles and practices of management as applied to supervision, training, performance evaluations, program planning, staffing, budgeting, coordination, analysis, and evaluation of programs, policies, operational needs, and staff development.
- Proficient knowledge of principles and practices of governmental fiscal management including budget preparation, expenditure control, and sound record keeping.
- Proficient knowledge of the principles and application of public sector collective bargaining.
- Proficient project management skills including creating scope and sequence, communication, leadership (providing direction, vision, coaching team, sound judgment, issue and conflict resolution, and effective decision making), negotiation, team building, use of project management tools and techniques, organizational savvy, personal organization, risk management, and breadth in specific application or industry knowledge.
- Expert troubleshooting skills to resolve issues or problems by analyzing trends and problems, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and communicating and/or implementing recommendations in support of goals and maintaining compliance.
- Expert time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- Proficient Skills in Word, Outlook, and the ability learn and develop proficient skills in the County-wide enterprise resource planning software, Access Washington, and other online portals for state agencies and benefits. Expert skills in using the internet for research.

## FRANKLIN COUNTY JOB POSTING

# Human Resources Director

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- Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive and confidential information.
- Ability to write and speak clearly and concisely and to express ideas and recommendations effectively, orally, and in writing.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgment.
- Ability to lead the department by remaining open to new ideas and approaches, managing and influencing change, solving problems and making decisions, managing politics and influencing others, taking risks and innovating, setting vision and strategy, managing the work, demonstrating commitment to staff development, communicating information and expectations often and openly, enhancing business skills and knowledge, understanding and navigating the organization, and creating a feeling of succeeding and failing together.
- Ability to effectively present information, findings, proposals, training, or other information to a variety of audiences by clearly articulating, engaging the audience, assessing the needs of the audience, and using appropriate materials to help audience understand the message.
- Ability to identify and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines, and communicate changes and progress to staff.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
  - constantly: in an office environment, and
  - occasionally: near moving mechanical parts, outdoor weather conditions, and near dirt, dust, and shavings, exposed to other environmental conditions when interacting with employees who work in those conditions.
- The noise level in the general work environment is moderate as in a standard business office setting.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
  - constantly: talk or hear and use hands, fingers to handle or feel, or operate equipment or tools,
  - frequently: stand, walk, or sit for extended periods of time; climb, pull, push or balance, and
  - occasionally: stoop, kneel, crouch, or crawl; reach with hands and arms.
- carry or transport items:
  - frequently: up to 10 pounds, and
  - occasionally: between 11 and 50 pounds.
- have close vision (1- 20 inches) and have the ability to adjust focus.

### **QUALIFICATIONS**

#### **REQUIRED EDUCATION AND EXPERIENCE**

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## FRANKLIN COUNTY JOB POSTING

# Human Resources Director

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- Bachelor degree in Human Resources or a related field.
- Seven years of exempt-level Human Resources experience.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

### LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Human Resources certification (HRCI or SHRM).
- Valid driver's license if driving a vehicle for County business.

### PREFERRED EXPERIENCE

- Experience with the selection and development of HR Information Systems (HRIS).
- Experience with union negotiations, including drafting of proposals and contracts.

### OTHER DUTIES DISCLAIMER

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements, and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add, or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

*Refer to Franklin County Website for complete job posting and application instructions.*

*APPLICANTS MAY PICK UP AND RETURN THE APPLICATION TO:  
Franklin County Human Resources • 1016 N.4<sup>th</sup> Avenue, A101 • Pasco, WA 99301 • 509-546-5813*

*OR DOWNLOAD FROM THE COUNTY WEBSITE AT: [www.co.franklin.wa.us](http://www.co.franklin.wa.us)*

*E-MAIL COMPLETED APPLICATION PACKAGE TO: [hr@franklincountywa.gov](mailto:hr@franklincountywa.gov)*

*Selection based on qualifications, interview, background checks and drug screening, where applicable.*

**FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

If you require an accommodation in the recruitment process or an alternate format of application materials, please contact the Human Resources Department at 509-546-5813.