



COLUMBIA COUNTY, OREGON
JOB TITLE: DIRECTOR, HUMAN RESOURCES
DATE: OCTOBER 1, 2023

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC Exempt
DEPARTMENT:	Human Resources	JOB CODE:	510
SUPERVISOR:	Board of County Commissioners	SALARY RANGE:	E08
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Responsible for professional performance and administration of the Human Resources Department for Columbia County. Responsible for planning, organizing, and directing the activities of the department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure compliance and to protect the public's health and safety. Plan, organize, and direct all departmental activities, including those with other governmental agencies and private organizations. Work directly with a wide range of community groups, public and private sector officials, county employees, individual citizens, and as part of the county's core management team.

Promote excellence, dependable performance, responsible customer service, pride, initiative, commitment, cooperation, safety, and a team approach throughout the department. Evaluate and define departmental programs and policies along with the development of budget proposals in accordance with the vision of the county as articulated by the Board of County Commissioners. Supervise a staff of professional, technical, and office support and hold them accountable for results.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Coordinate and supervise classification reviews and compensation surveys. Conduct job analyses, prepare job descriptions and specifications, conduct salary and fringe benefit surveys, and recommend salary placements for new positions or reclassifications.

Research, develop, and recommend for adoption by the Board of County Commissioners personnel policies and procedures. Ensure compliance with applicable federal and state regulations. Recommend changes or innovations where desirable or necessary. Ensure proper maintenance of personnel records and files.

Consult with and advise managers and supervisors regarding county personnel policy and labor contract issues, performance evaluations, employee discipline, and grievances. Responsible for interpretation of all labor contracts, and federal, state, and local laws, rules, and regulations.

Represent the county in all aspects of labor relations. Develop collective bargaining strategies. Serve as lead negotiator during bargaining sessions. Receive and resolve grievances. Represent the county in all union matters, including grievance hearings, and Employment Relations Board hearings/matters. Meet with, discuss issues, and resolve concerns of local and council level union representatives.

Coordinate recruitment, selection, promotion, and placement of qualified applicants for county vacancies in all departments. Coordinate relevant processes with Columbia County Civil Service Commission. Serve as Chief Examiner to the Civil Service Commission. Represent the county in any appeals/hearings before the Civil Service Commission. Plan and supervise administration of new employee orientation programs.



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Develop and coordinate training programs to meet the needs of county employees.

Administer the county's affirmative action program and serve as Affirmative Action Officer.

Implement policies, programs, and procedures; investigate and resolve instances of possible abuse and charges of discrimination and equal employment problems. Coordinate administration of county safety, recreation, and health and welfare benefit programs.

Ensure contractual compliance from vendors.

Coordinate recruitment, training, and safety programs with other governmental agencies, when appropriate.

Serve on the county's Risk Management Committee.

Oversee Workers' Compensation program activities. Review current Workers' Compensation claims and work with insurance carrier to arrange for disposition of such claims. Represent the county before the State Workers' Compensation Board.

Serve on the county's Safety Committee. Participate in the process of developing safety programs and policies. Ensure compliance with OSHA regulations. Develop safety training programs. Represent the county during OSHA inspections and activity.

Oversee all county leaves to ensure compliance with federal, state, and local laws to include Family Medical Leave, Oregon Family Medical Leave, and Paid Leave Oregon.

Act as interim manager when necessary for other county departments.

Conduct investigations of personnel when necessary. Monitor and assist in the defense of any employment related claims against the county.

Provide all contract and law interpretation to Finance regarding wage and hour issues.

Formulate and present departmental budget for review by the Board of County Commissioners. Monitor and manage fiscal operations of the department to remain within budgetary constraints.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Directly supervise departmental employees. When necessary, supervise the staff of other county departments in the role of interim Department Head.

- Ensure department plans and goals are effectively communicated throughout the department so that individual work plans maintain progress toward department goals.
- Fulfill role as appointing authority for department to ensure the hire of qualified candidates.



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- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of departmental employees.
- Provide training opportunities for departmental staff.
- Diagnose organizational needs, designing approaches, and facilitating interventions to optimize departmental communication, cooperation, teamwork, participation, and results.
- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.

SUPERVISION RECEIVED: Work is performed with considerable independence and is reviewed jointly by the Board of County Commissioners and Director through conferences, reports, and performance evaluations determining the effectiveness of programs in accomplishing county goals and objectives. This position is subject to the direction of the three-member Board of County Commissioners.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a four-year degree in human resource management, public administration, business management or a related field. Seven years' of increasingly responsible experience in human resource management. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Equivalent to an advanced degree in human resource management, public administration or business management with an emphasis in human resource management. Previous experience in the public sector is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Human Resources certification such as HRCI or SHRM credentials preferred. Should possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Thorough knowledge of human resource management policies, procedures, and practices, federal, state, and local laws applicable to public sector personnel, equal employment opportunity, labor relations, and salary and benefit administration fields. Knowledge of developing and providing training programs for employees. Extensive knowledge of management principles and practices of human and financial resource management.

Skill in various human resource management related software, and Microsoft Office products.

Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations, and laws.
- Think conceptually and quickly to get to the heart of a problem.



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- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Evaluate, analyze, and understand economic development activities, human services programs, public safety programs, and other county government responsibilities based on policy guidelines, regulations, and laws.
- Be self-aware in leading others and navigating challenging situations with grace and empathy.
- Open to diverse ideas and perspectives, willing to collaborate to find common ground.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

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

Minimal, involving the movement of files, books, boxes, equipment, etc. seldom exceeding 20 pounds.

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.

General office environment. Requires traveling throughout the county, state, and region for attendance at meetings and/or other events and attendance at evening or weekend meetings and events.

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. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***