

## County of Grundy--Job Posting

Date of Posting: August 21, 2018  
Applications Accepted Until: Posted until filled  
Job Title: Human Resources Director  
Employee Status: Full-Time, 40 hours/wk. Exempt  
Pay range: Salaried, \$74,000 DOQ



### SUMMARY:

On behalf of the County Administrator and in consultation with the Personnel Committee, directly supervises and is responsible for all Human Resources concerns for Grundy County Government.

- Works closely with County Board to plan, organize, direct, and administer the County's personnel programs including risk management, labor relations, strategic planning, policy and procedure development, central personnel records management, employer-employee relations, employment activities, classification and compensation, orientation, benefit administration, and training and development.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Establishes department goals and objectives. Confers with department heads concerning HR forecasting and planning for organizational development.
- Participates in the County's strategic planning process. Supports the County's mission.
- Responsible for developing, implementing, and revising policies and procedures with respect to personnel, insurance matters, and employee benefits, in accordance with states and federal regulations.
- Reviews and updates Personnel Manual.
- Determines job classification, FLSA exemption status, recommends salary levels substantiated by internal sources and research surveys. Assists departments in defining a position's essential job functions. Writes and/or improves job descriptions.
- Performs employment-related activities such as recruitment, screening, and selection in accordance with state and federal employment laws. Oversees job postings and advertisements. Ensures compliance with affirmative action and equal employment opportunity laws. Works with internal departments for resolutions and agenda placement.
- Coordinated interviews with Board Members and candidates.
- Completes steps for new hires including background checks, offer letters, paperwork, and physicals.
- Develops and administers new employee orientation and assists Department Heads as needed. Provides orientation to new Board Members.
- Maintains a variety of Human Resource records including, but not limited to, HRIS and individual employee personnel files. Coordinates employee file reviews, completes employment verifications, designs or improves personnel forms and streamlines processes where possible, and complies with records retention and shredding limitations.
- Educates and enrolls employees in the health, dental, vision, and life insurance plans. Oversees employees' changes, billing, and payroll notification. Maintains changes to participants' addresses, names and coverage. Organizes annual employee Benefit Fair and communicates open enrollment period. Removes employees from programs at termination and ensures employees are notified of their rights.
- Works with Administration to properly budget the appropriate amount of insurance premiums needed to be paid by the employees and employer. Researches options, presents to committee, and implements changes as directed. Works with insurance broker to monitor claims, ensure compliance, and offer ideas for improvement and cost savings.
- Liaison for deferred compensation savings, Legal Shield, IMRF/SLEP, and other benefit-related programs.

- Maintains benefit records, employee eligibility, contributions, administrative expenditures, and related matters.
- Responsible for four sections of the budget: Human Resources, IMRF/Social Security, Employee Health Insurance Fund, and Unemployment Fund. Compares current wage information to proposed wages.
- Actively participates in Personnel and Insurance Committee meetings. Updates members on progress and receives new projects. Sets agenda with Committee Chairperson.
- Prepares annual EEO filing, Workers Compensation Report, Illinois Counties Salary and Benefits Survey, OES Survey, and Illinois Association of County Board Members and Commissioners Survey.
- Meets requirements of Open Meetings Act by preparing annual report for employees with compensation packages above \$75,000.
- Oversees annual Employee Recognition program.
- Oversees Accrued Leave reporting process.
- Coordinates employee annual evaluations.
- Explains FMLA process and required documentation to employee, monitors progress, maintains communication with supervisor, communicates with payroll as necessary, secures employee's portion of insurance payment(s), and obtains return to work release.
- Reports worker's compensation injuries to third party claims administrator, submits documentation, responds to requests for information, maintains files, secures return to work documentation, and communicates with supervisor. Works closely with local attorney as appropriate. Completes annual OSHA log. Provides information on salaries to insurance company for appropriate coverage.
- Establishes, coordinates, and monitors safety programs. Organizes Safety Committee meetings. Responsible for Safety Manual. Ensures safety drills are held as appropriate.
- Develops, coordinates, and conducts staff training and development programs for all personnel functions, management principals, and policies and procedures as required and for general employee development.
- Emails information to employees regarding benefits, safety, wellness, employee news.
- Assists with changes to employee directory and company organizational chart.
- Offers guidance and support on employment matters, upon request of department head or elected officer.
- Advise employees and managers regarding effective employment relationships. Maintains Open Door policy at all times.
- Investigates and recommends direction of disciplinary actions. Reviews documentation and disciplinary reports to ensure compliance with collective bargaining agreements, Grundy County personnel policies, and state and federal laws. Terminates employees when appropriate and determines separation payout.
- Terminates employee's insurance coverage and other benefits as applicable. Ensures COBRA is offered as appropriate and notifies employees of their rights.
- Conducts exit interviews and analyzes data and makes recommendations to management for corrective action and continuous improvement.
- Responds to unemployment claims with appropriate documentation in a timely manner. Handles initial interviews. Leads telephone hearings and secures appropriate witnesses when appropriate.
- Knowledgeable of and able to interpret union contracts. Remains up-to-date in order to provide assistance on provisions of contracts and potential labor relations issues. Assists with the grievance process.
- Participates in labor contract negotiations by gathering information and providing interpretation.
- Remains current on HR issues and matters.
- Acts as departments FOIA Officer.
- Responsible for the preparation of federal and state mandated recruitment and/or employment reports.
- Prepares statistical and informational reports as directed and/or required.
- Performs any delegated duties related to personnel matters.

#### **SUPERVISORY RESPONSIBILITIES:**

The HR Director has full supervisory responsibility for all employees of the Department.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in human resources, public or business administration with five (5) years of professional personnel experience, one (1) of which must have been supervisory in nature; or an equivalent combination of education, training and/or experience.

**PREFERRED QUALIFICATIONS:**

- Master's degree in Business or Public Administration or related field.
- Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification and completion of continuing education requirements accordingly.
- Public sector, human resources experience.

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Knowledge of: employment organizations and personnel administration processes, laws, rules, and regulations; Federal, State of Illinois and local laws and guidelines pertaining to employment, principles of management and supervision; computer systems and operations to implement and administer human resource operations and services; statistical concepts and methods; public administration techniques, principles and practices; laws, rules and regulations applicable to county government.

**MATHEMATICAL SKILLS**

- Ability to work with mathematical concepts.
- Ability to apply concepts such as percentages, ratios, and formulas.
- Able to explain and project salary expenses.
- Able to analyze and explain budget line items and funds.

**REASONING ABILITY/LANGUAGE SKILLS**

- Able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving variables in standardized situations.
- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
- Ability to write job descriptions, job postings, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from department heads, public officials, and the general public.
- Ability to develop long-term plans and evaluate work accomplishments.
- Ability to collect data, analyze it objectively, make recommendations and write clear, concise reports.
- Ability to set priorities and meet time-sensitive deadlines.
- Ability to speak effectively before groups.
- Ability to establish and maintain effective working relationship with employees, staff, County officials and the general public.

- Ability to maintain confidentiality.
- Ability support a good public image.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is generally in an office setting with occasional visits to other locations. The noise level in the work environment is usually quiet.

**TO APPLY:** Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to [HR@grundyco.org](mailto:HR@grundyco.org) or mail to Grundy County Administration, Attn: Human Resources Director, 1320 Union Street, Morris, IL 60450.

No phone calls please.

*Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).*