BUTLER COUNTY

JOB DESCRIPTION

Position: Human Resources Director

Last Revised: 12/2019

Job Status: Exempt; Full-time

Reports to: Butler County Board of Supervisors

Supervisory Responsibilities: None

Salary: $45,000 - $55,000 DOE

I. GENERAL FUNCTIONS

This is responsible administrative work participating in the overall direction and coordination of the human resources of Butler County.

Work involves responsibility for facilitating policy preparation for the County Board, Personnel Board and Officials as it relates to human resources with emphasis upon compliance with current legal requirements for human resources. Work involves performing a variety of administrative responsibilities. Work includes developing improved methods and procedures for county human resource operation; developing improvements in administrative planning and organization, work flow and cost controls; and acting as a resource for the County Officials and Department Heads in overseeing personnel actions relating to employees within the county; acting as a resource for county employees in personnel matters. Manage Payroll and Benefits providing accurate and timely processing and records.

Position involves a high level of judgment and decision making on a daily basis. Position works independently. Position receives general supervision from the Butler County Board of Supervisors with work being reviewed in the form of written reports and results received.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

• Examines existing county operations and recommends necessary improvements in planning and organization, work flow, reporting structures and cost controls.
• Compiles and analyzes statistical data in the preparation and administration of federal reporting requirements to include Title VI as requested.
• Administers the personnel system within the county; consisting of assisting the Officials and Department Heads in processing personnel actions, monitors employee evaluation system, job descriptions, and advising supervisors on personnel matters as requested.
• Administers new employee orientation pertaining to the employee benefits including insurance enrollment, retirement benefits, etc.
• Maintains knowledge of industry trends and employment legislation and ensures organizational compliance and attends training as needed.
• Integrates new programs and processes to optimize efficiency and uphold legal requirements.
• Communicates changes in personnel policies and procedures to ensure that proper compliance is followed.
• Resolves routine and complex departmental problems in accordance with established departmental and county policies and procedures.
• Assist management with personnel matters and provide appropriate recommendations.
• Perform salary comparability studies or recommendations as requested.
• Prepares and maintains a centralized employee file management system.
• Assist in updating county handbook and county policies.
• Attend and manage Safety Committee meetings, process minutes, and perform duties as assigned.
• Assist in standardized recruiting, hiring and termination procedures of employees as requested (i.e. job fairs and conducting exit interviews).
• Recommend activities to enhance employee morale.
• Coordinates the Information Technology efforts of the county.
• Act as liaison to employees as it relates to human resource matters.
• Maintain compliance with federal requirements to include, ADA, FMLA, FLSA, HIPAA, and Title VI compliance.
• Train employees on county policies to include anti-fraud, safety, security, etc.
• Develops and maintains filing, accounting, and data processing systems; coordinates new systems with current procedures.
• Manage and maintain county insurance claim processing, as assigned.
• Develops and maintains a variety of statistical and operational reports and procedures; prepares special analyses and reports, making recommendations as required.
• Prepare and manage annual human resources budget.

III. OTHER NON-ESSENTIAL DUTIES

• Other duties as assigned

IV. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

• Knowledge in human resource management and associated Federal and State law requirements.
• Knowledge of the principles of management and organization.
• Knowledge of the principles, methods, and practices of county finance, budgeting and accounting.
• Knowledge of organizational and administrative policies and procedures.
• Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.
• Ability to establish and maintain effective working relationships with county officials, other employees, and the public.
• Ability to communicate effectively both orally and in writing.

V. DESIRABLE TRAINING AND EXPERIENCE

• Graduation from an accredited four-year college or university with major course work in human resources, public, business administration or related field; or any equivalent combination of training and experience which provides the necessary knowledge, abilities, and skills for the position.
• Considerable experience in a responsible administrative and supervisory capacity.

VI. MINIMUM QUALIFICATIONS
• Must be 19 years of age
• Must have high school diploma or GED
• Must be able to legally work in the United States
• A bachelor’s degree or equivalent from an accredited college or university with emphasis in human resources, public or business administration or related legal field; or any equivalent combination of training and experience which provides the necessary knowledge, abilities, and skills for the position.

VII. WORKING CONDITIONS & PHYSICAL EFFORT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

VIII. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Butler County is an equal opportunity Employer.

Interested persons should obtain an application form at the Butler County Clerk’s Office or on the Butler County website www.co.butler.ne.us, and send the completed application, resume, and cover letter to the Butler County Human Resources Hiring Committee, c/o Stephanie L. Laska, County Clerk, 451 N 5th Street, David City, NE 68632 no later than 5:00 p.m. on March 6, 2020. Questions please call (402) 367-7430.

Butler County is an Equal Opportunity Employer. This position is subject to a veteran’s preference.