

BANNOCK COUNTY
CLASS SPECIFICATION

HUMAN RESOURCE/RISK MANAGEMENT DIRECTOR

Department: Commissioners
FLSA Designation: Exempt

Pay Grade: 16
Effective Date: 10/04, 2/08, 8/09

Purpose of Class

Performs administrative and managerial work in planning and directing the activities of the County's Human Resources/Risk Management Department; performs related work as required.

Primary Function

The principal function of an employee in this class is to plan, develop and implement human resources and risk management programs in the areas of benefits, compensation, classification, employee relations, property and casualty insurance, workers compensation, and employee records. This position performs all duties in accordance with County ordinances, the County's human resources rules, and federal and state regulations. The work is performed under the general direction of the County Commissioners, but considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of the Human Resource Specialist. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Negotiates, designs, implements, monitors, administers, and evaluates employee benefits programs;
- Administers, designs and negotiates partially self-funded employee benefits for the County;
- Reviews and verifying the Fixed and Variable Cost for health benefit expenditures and claims for our partially self funded Employee Health Benefits;
- Recommends plan design, benefits covered; negotiates with vendors and/or brokers for competitive rates;
- Interprets and explains County benefits, human resources rules and federal and state regulations;
- Assists County employees with benefits, personnel-related issues such as appeal hearings, warnings, disciplinary actions, and related issues;
- Conducts benefits enrollment and maintains files of beneficiaries and other benefit related information;
- Plans, directs and coordinates risk and insurance programs of County to control risks and losses including workers compensation and property and casualty insurance;

- Conducts risk management activities including managing workers compensation claims, property and casualty insurance, tort claims, safety issues and inspections and budget;
- Works with ICRMP on tort claims against the County to reduce claim cost and premiums;
- Inspects incident sites, takes photographs and gathers law enforcement reports for claims against the County;
- Monitors and evaluates the effectiveness of Human Resource procedures, policies and programs and recommends and implements changes as needed;
- Maintains the County's Personnel Policy Manual;
- Assists departments with employee disciplinary actions and/or termination of employees;
- Develops and administers department budgets (Human Resources/Risk Management, Health Benefits and Liability Insurance);
- Compiles and maintains accurate and complete reports and records of activities and prepares regular and special reports;
- Reviews state and federal legislation, court decisions, administrative rulings and related matters to determine if County personnel practices and policies are in compliance with relevant laws;
- Consults with County Commissioners, Elected Officials and/or Department Heads on a variety of issues and assists in their resolutions;
- Issues and monitors security cards for access to Bannock County Courthouse;
- Performs audits as needed regarding benefit premiums, fixed administrative costs and/or claims;
- Assists departments with recruitment and interview process;
- Monitors salary rate approval forms for salary equity within Bannock County;
- Attends meetings and hearings as department manager regarding County policies, events and practices and as custodian of all employee master personnel files;
- Interviews, selects, trains, supervises and evaluates Human Resources staff;
- Coordinates or participates in special projects as assigned;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Principles and practices of municipal human resource administration and applicable federal, state and County statutes, laws, codes, HIPPA laws and regulations;
- Principles and practices of employee recruitment, compensation, policy development, and training and development;
- Federal, state and local regulations, practices and policies, including EEO/Affirmative Action, Fair Labor Standards Act, Americans with Disabilities Act, Family and Medical Leave Act, Age Discrimination in Employment Act;
- Principles and procedures of record keeping;

- Customer service procedures, techniques, and objectives;
- Record and document filing, recording, and management procedures and techniques;
- Operation of a personal computer and various software applications for word processing, spreadsheets, and job-related functions;
- English grammar, spelling, punctuation, and composition;
- Municipal budget preparation and administration;
- Current office practices and procedures;
- Employee training, supervisory, and evaluation techniques and methods.

Ability to:

- Manage effective human resource programs for the County;
- Supervise and evaluate the work of subordinate personnel;
- Maintain strict confidentiality in all aspects of County personnel practices, policies and procedures;
- Communicate effectively both verbally and in writing, including public speaking;
- Review and evaluate County programs and policies, and develop and implement new processes;
- Listen effectively and provide prompt feedback for information;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Perform research and make sound recommendations;
- Formulate reports, compose correspondence, and effectively communicate with all levels of staff and the general public;
- Work cooperatively in a team environment with public officials, managers, supervisors, and other County employees;
- Establish and maintain effective working relationships with public officials, current and past County employees, representatives of outside companies, supervisory personnel, and the public;
- Operate a personal computer and related software such as word processing, spreadsheets, and related applications;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Acceptable Experience and Training

- Bachelors degree in human resources, public administration, or a related field is required and advanced degree in related field preferred; and
- Five (5) years of progressively responsible experience with human resources and risk management is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, standard office equipment, and operate a motor vehicle;
- Sufficient personal mobility, flexibility, agility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment.