



## DIRECTOR OF HUMAN RESOURCES

### JOB SUMMARY

The Director leads a department responsible for the overall administration of human resources functions. This includes planning and delivering a broad range of human resource services and support activities for more than 3,300 Pierce County employees. The Director is an exempt position and serves at the pleasure of the County Executive.

### ESSENTIAL FUNCTIONS

- Manage the County's human resource functions including workforce planning; recruitment and placement; classification and compensation, employee engagement and recognition; leave and benefit administration; labor relations and collective bargaining; performance management; organizational development and training; records management; and Pierce County Career Service and Sheriff's Civil Service Systems.
- Lead the County's workforce equity, diversity and inclusion programs and initiatives.
- Review and revise personnel policies and procedures; recommend code revisions as appropriate.
- Maintain knowledge of and ensure compliance with related state and federal law, County code and policies.
- Maintain knowledge of industry standards and trends to recommend and implement best human resource strategies.
- Communicate the County's personnel policies and procedures and ensure compliance.
- Work with County managers to identify and address personnel challenges and opportunities.
- Establish and maintain effective relationships with department leadership, elected officials, County Council members and staff, state and federal agency personnel, interested groups and individuals.
- Provide public testimony, presentations, and media statements as appropriate.
- Develop and implement department strategic plan.
- Develop and implement department budget.
- Supervise Human Resources Department staff
- Perform other duties as assigned.

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in human resource management, public administration, or a related field or comparable combination of experience and education which would clearly indicate the ability to perform the duties;
- Six years of directly-related supervisory experience;
- Extensive experience in the following areas: recruiting and placement; diversity programs; job analysis, description, and classification; salary and pay classification; workforce planning; labor and employee relations, including grievance procedures; promotion and disciplinary review; and benefit planning and administration. Experience may come from the public sector or from a combination of the public and private sectors.

**BASIC KNOWELGE, SKILLS, AND ABILITIES**

- Knowledge and experience in management practices and staff supervision.
- Knowledge and experience in preparing departmental budget requests, justifying requests, monitoring and controlling departmental expenditures, and assuming responsibility for the appropriateness of expenditures.
- Knowledge of Federal, State, and local laws and regulations specific to the work performed.
- Knowledge of local government and County operations.
- Knowledge of computer applications.
- Considerable knowledge of the principles and practices of personnel administration.
- Knowledge of current literature, trends and developments in management and major departmental issues.
- Ability to develop, present, and gain acceptance for long-range and extensive programs which require monetary allocations.
- Ability to communicate effectively with the public, staff, other County departments, and elected officials. Proven ability to address groups of people and speak effectively on departmental issues.
- Ability to establish and maintain effective working relationships with elected officials, department heads, public agencies, private organizations and citizens at large.
- Ability to lead a diverse workforce.
- Ability to plan, direct and coordinate work.
- Ability to establish rapport with and gain cooperation of departmental employees.
- Ability to seek reform in the public interest.
- Ability to use creative and innovative methods in order to increase efficiency and effectiveness of departmental operations.

**WORK ENVIRONMENT & PHYSICAL REQUIREMENTS**

Work is performed mostly in an office setting that requires sitting for prolonged periods of time. The Director must be able to travel, operate a personal computer and related equipment, and lift twenty pounds with or without accommodation.

POSITION DETAILS/REQUIREMENTS	
Department	Human Resources
FLSA	Exempt
Represented	No
Job Class	149800
Background Check	Required
Driver's License	Required
Pay Range	Executive 14