BINGHAM COUNTY
Is Recruiting for the Position of

DIRECTOR OF LEGAL OPERATIONS, RISK MANAGEMENT AND HUMAN RESOURCES
September 1, 2020

Salary starts at $63,835.20 per annum – Hiring Step DOQ/DOE
Fulltime, County Benefits Included
Closing Date: Open Until Filled

Purpose Of Class/Primary Function
The principal function of an employee in this class is to perform professional legal and administrative work regarding risk management, contract negotiations, civil litigation, including claims against the County, the County's personnel policies, and employee safety. The position provides general counsel to the Board of County Commissioners, facilitates the County personnel policies, creates policies for the safety of all employees, and manages the County's Risk Management program.

The work is performed under the general direction of the Board of County Commissioners, but considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of the Human Resources Technician. The principal duties of this class are performed in a general office setting.

Essential Duties and Responsibilities (will vary by assignment)
- Provides legal research, advice and negotiation expertise to the Board of County Commissioners dealing with county contracts during negotiation and contractual process.
- Provides public relations responses for the Board of County Commissioners.
- Answers communications from the public relative to legal matters involving the Board of County Commissioners.
- Attend Idaho Association of Counties Trainings and provide legal guidance to the Board of County Commissioners based on policies and procedures of the Association.
- Attend all county meetings involving personnel issues with county employees and provide legal guidance to the Board of County Commissioners on each personnel issue.
- Provides legal recommendations to Board of County Commissioners regarding Open Meeting Laws.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

DIRECTOR OF LEGAL OPERATIONS, RISK MANAGEMENT AND HUMAN RESOURCES
Bingham County
Established: August 17, 2020

Revised:
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• Negotiates, implements, monitors, administers, and evaluates employee benefits programs;
• Administers insurance plans in medical, dental, vision;
• Administers retirement programs;
• Plans, directs, coordinates insurance programs of the 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;
• Processes and/or ensures correct processing of County insurance claims;
• Develops and monitors safety programs; works with Safety Committee to design successful training programs; administers safety program incentives;
• Assists other County departments and employees in interpreting and explaining County benefits, personnel rules and federal and state regulations;
• Assists County employees with personnel-related issues such as warnings, disciplinary actions, and related issues;
• Monitors and evaluates the effectiveness of Human Resource procedures, policies and programs and recommends and implements changes as needed;
• Develops and administers department budget;
• 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 the Board of County Commissioners and/or department heads on a variety of issues and assists in their resolutions;
• Assists with interview process;
• 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;
• Performs all work duties and activities in accordance with County policies, procedures, and safety practices.
• Plan, develop, implement and administer comprehensive ADA compliance by developing and implementing policies and procedures involving disability.

Other Duties and Responsibilities
• Serves as a member of the Board of Directors for the County's retirement (401k) program;
• Performs other related duties as required.

Competency Requirements
Knowledge of:
• Legal, court, and judicial procedures, rules, terminology, methods, documents, practices, and objectives;
• Applicable County, city, state, and federal laws, statutes, ordinances, and codes;
• General municipal, state and federal laws affecting county government;
• Legal research methods;
• Established precedents and sources of legal references applicable to County ordinances and codes;
• Operation of standard office equipment;
• Contemporary negotiation techniques and methods;
• Employee supervisory and directional methods and techniques;
• English grammar, spelling, punctuation, and composition.
• Principles and practices of risk management and safety programs;
• Principles and practices of public personnel management and public sector human resources programs, methods and practices;
• Principles and practices of employee recruitment, compensation, 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;
• Supervision and management techniques, including budgeting, employee supervisory and directional methods and techniques;
• Effective interpersonal skills, especially in difficult and stressful situations.

Ability to:
• Bring interested and affected parties to consensus;
• Discern critical issues and needs of the County through a negotiations process;
• Communicate effectively, both orally and in writing, for purposes of advocating, persuading, negotiating, and counseling for or on behalf of the County;
• Analyze, appraise, and organize facts and precedents and to present such material in a clear and logical form;
• Determine alternative courses of action, and possible courses of action of opponents;
• Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
• Design, implement, monitor, and evaluate programs for human resources and personnel functions, risk management and safety programs;
• Develop sound policies and procedures that improve personnel, human resources, risk management and safety programs;
• Listen and respond appropriately, especially in difficult and stressful situations;
• Interpret and apply regulatory requirements in varied situations;
• Establish and monitor budgets and expenditures;
• Maintain confidentiality;
• Establish and maintain effective working relationships with other County employees, staff, attorneys, law enforcement personnel, elected and appointed officials, and the public;
• Communicate effectively both orally and in writing;
• Deal tactfully and diplomatically with staff, government officials, elected and appointed officials, and the general public;
• Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
• Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
• Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
• Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
• Perform time management and scheduling functions, meet deadlines and set priorities;
• Operation of standard office equipment including a personal computer and job-related/specialized program applications;
• Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training
• Master's degree in human resources, business management, public administration or related field is required. Graduation from a school of law accredited by the American Bar Association with a Juris Doctorate Degree is preferred;
• Five (5) years of progressively responsible experience with personnel/risk management is required. Three (3) to five (5) years' experience as a practicing attorney is preferred; 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 or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively in person, on a telephone, and in a courtroom environment;
• Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and to assist in the preparation, monitoring, and litigation of all criminal and civil cases;
• Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment a personal computer, and operate a motor vehicle;
• Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment and a personal computer;
• Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Related job tasks may require, with or without reasonable accommodation, lifting or moving up to 50 pounds occasionally, and stooping, bending, crouching and reaching.
Benefits
Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: www.co.bingham.id.us, then click on Human Resources and that will take you to our web page and on the right side you will see “Employee Benefits”, if you click on this you will be directed to our Benefits page.

How to Apply
A job description and the Application may be found on our website: www.co.bingham.id.us in the Human Resources section.

The back page of the Application is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. The application is not complete without this page having signatures.

When you have completed the Application and have attached all the required documentation, you may submit it by fax to (208) 782-2681 or email it to: lpope@co.bingham.id.us by the closing date and time.

Items that must be attached to the Application

Valid Idaho Driver’s License

If your application is not complete or doesn’t have the required documentation, you will not be considered for this job posting.