



## Director of Human Resources

Canyon County is located in southwestern Idaho, tucked into the west end of the beautiful Treasure Valley. Just minutes from the capital city of Boise, it features a perfect mixture of rural and urban living and boasts one of the strongest agricultural economies in the entire state, including one of the fastest growing and premiere wine regions in the world in the Snake River Valley. The area's mild seasonal climate also makes Canyon County a recreationist's dream with easy access to skiing, snowboarding, hiking, fishing, hunting, boating, bicycling, camping, and golfing. Educational opportunities are abundant with a variety of public, private, and charter primary schools, two fully accredited universities, and the state's largest community college. Canyon County is also home to two of the premiere professional rodeos in the United States, playing host to the Snake River Stampede and the Caldwell Night Rodeo each summer.

### **General Statement of Duties**

Develop, coordinate and administer Canyon County's human resources program; advise County officials on human resources matters; supervise Human Resources staff; and performs other related duties as required.

### **Classification Summary**

The principal function of the Director is to plan, develop and implement human resources programs in the areas of recruitment, compensation, classification, training and development, employee relations, benefits, retirement, and employee records. This position performs all duties in accordance with County ordinances, the County's personnel rules, and federal and state regulations. The work is performed under the general direction of the County Commissioners, but considerable latitude is granted for the exercise of independent judgment, discretionary decision-making, and initiative with respect to matters of significance. Supervision is exercised over the work of the Human Resources team. The principal duties of this position are performed in a general office environment.

### **Examples of Work (Illustrative Only)**

#### **Essential Duties and Responsibilities**

- Develop, administer and maintain a human resources program for Canyon County's 800 plus employees;
- Work with the Board of County Commissioners to determine short and long-term Human Resources Department goals and objectives and participates in strategic planning for countywide human resources needs;
- Oversee the County's human resources program including employee relations, recruitment, retention, training, development, compensation and classification;
- Advise the Board of County Commissioners on countywide leadership and professional development, performance evaluations, and other human resources matters as needed;
- Ensures compliance with state and federal laws, regulations, and County policies;
- Direct and supervise Human Resources staff, including mentoring, performance management and achievement of department goals;

- Work directly with elected officials, department heads, and supervisors to address human resources needs and resolve issues;
- Review and approve class specifications and job descriptions including minimum qualifications;
- Investigates employee complaints and harassment and discrimination claims;
- Works with legal staff and managers to respond to EEOC and IHRC charges;
- Maintain official personnel files including training records and recommending human resources system information systems solutions and development;
- Conduct exit interviews and prepare turnover reports;
- Oversees the Human Resources Department budget and expenditures;
- Mentors individual supervisors and managers on effective supervision and performance management;
- Conducts training for managers and employees on human resources related topics including new employee orientation;
- Approve and monitor Family Medical Leave Act (FMLA) requests;
- Represent the County on unemployment compensation claims;
- Participate in interview panels for key management and director level positions;
- Oversees the development, maintenance and distribution of the employee handbook;
- Administers the County's employee benefits including medical, dental, vision, life and disability insurance, flexible spending account plans, retirement, unemployment insurance, sick leave, vacation leave, military leave, court/jury duty leave, and holidays;
- Administer the insurance renewal process for employee benefits and risk management;
- Analyzes and researches insurance plans for quality, scope of coverage, and type of insurance, exclusions, legal implications, and performs cost-benefit analysis.

### **Other Duties and Responsibilities**

- Performs other related duties as required.

### **Knowledge, Skills and Abilities**

#### **Knowledge of:**

- Knowledge of best practices and principles of human resources management and administration;
- Knowledge of applicable employment laws and regulations, including ADA, FLSA, FMLA, and Title 7 of the Civil Rights Act;
- Knowledge of the principles and practices of recruitment, classification and compensation, employee relations, organizational development and performance management;
- Knowledge of effective employee supervision and motivation;
- Knowledge of personal computers and various Microsoft Office products;
- Skill in communicating with culturally diverse populations;

#### **Ability to:**

- Ability to work with diverse personalities
- Ability to interpret policies and procedures and explain complex information to others;
- Ability to compile data and information for reports, compose letters and memoranda, and make presentations in group settings;
- Ability to communicate effectively verbally and in writing and exercise tact and discretion;
- Ability to maintain confidentiality of sensitive employee issues and records;
- Ability to effectively lead and manage others;
- Ability to work with elected officials, department heads, employees, vendors and the public; and
- Ability to work as part of a team to accomplish division and department goals;

### **Acceptable Experience and Training**

- Any equivalent combination of education and experience which provides the knowledge and abilities necessary to perform the work such as a Bachelor's or Master's degree in Human Resources Management, Business Administration, Organizational Development or a related field AND five (5) to eight (8) years' experience in Human Resources or Organizational Development;
- Minimum of five (5) years of supervisory or management experience preferred;
- Professional certificate of PHR, SPHR, SHRM-GP, or SHRM-SCP desired;

### **Special Qualifications**

- Must successfully complete a background check or be eligible for a waiver through the National Crime Information Center (NCIC).

### **Essential Physical Abilities**

- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- Requires sitting at a desk for long periods of time, up to 8 hours and ability to lift up to 20 lbs.
- Requires sufficient personal mobility and physical reflexes, to permit the employee to function in a general office environment and accomplish tasks.

### **DISCLAIMER:**

To perform this job successfully, an individual must be able to perform the primary job responsibilities with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. The Board of County Commissioners has the exclusive right to alter this job description at any time without notice.

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.