

**INGHAM COUNTY  
JOB DESCRIPTION**

**HUMAN RESOURCES DIRECTOR**

**General Summary:**

Reporting to the County Controller, directs the operation of the county human resources and labor relation programs. Plans, develops, and administers policies and procedures relating to all phases of personnel activities.

**Essential Functions:**

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Develops the techniques and procedures for, and directs and oversees the activities of recruitment, induction, placement, orientation, and training of County employees.
2. Administers the classification and compensation program for the County including an equitable job evaluation plan, a competitive wage and salary structure, and sound pay practices.
3. As the chief representative of the County Board of Commissioners, and in conjunction with the County Attorney, directs and participates in negotiations with employee groups, and administers the finalized contracts.
4. Informs and advises the Board of Commissioners on personnel management activities, such as developing sound labor relations practices and an Equal Opportunity Program; and administers the policies adopted by the Board.
5. Oversees the recruiting and hiring practices relative to the various grant programs throughout the County.
6. Acts as liaison between departments, County Board of Commissioners, and the public regarding personnel problems, administration and policy.
7. Administers the unemployment compensation program as required by State law. Represents the Employer in conjunction with County Attorney in hearings related to contested claims.
8. Reviews and analyzes pending labor legislation as it affects County government and makes recommendations to the appropriate Committee.
9. In conjunction with County Attorney, prepares and presents the County position in contract and Act 312 binding arbitration.
10. Solicits, negotiates and administers the various personnel benefit programs covered by the collective bargaining agreements.
11. Coordinates with Controller's Office the obtaining of insurance proposals as necessary.
12. Serves as a member of the County Deferred Compensation Plan Committee.
13. Responsible for maintenance of the County Payroll System.
14. Responsible for administering employee retirement plans in conjunction with MERS.
15. Represents the County in conjunction with the County Attorney in hearings related to the Department of Civil Rights.

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16. Acts as ADA Coordinator for the County on behalf of the Controller.
17. Responsible for administering the FMLA.
18. Investigates sexual harassment complaints in accordance with the County Sexual Harassment Policy.
19. Represents the County at EOC meetings.
20. Serves as Staff Assistant to the Administrative Services / Personnel Committee.
21. Handles employee grievances at the Director's step of the collective bargaining agreements.
22. Performs related duties as required.

**Other Functions:**

23. None listed.

**Employment Qualifications:**

**Education:** Bachelor's degree.

**Experience:** Seven years of related experience.

**Other Requirements:**

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

**Physical Requirements** (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

**Working Conditions:**

Works in office conditions.

September, 1999