

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: HUMAN RESOURCES DIRECTOR**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to manage and administer the day-to-day operations related to Human Resources, including managing personnel records, pay and classification, employment, recruitment, employee relations, worker's compensation and benefit programs. Employee in this classification develops (subject to county commission approval) and maintains personnel policies and procedures for the County and recommends and implements policies and procedures in accordance with statutory and professionally accepted standards. Reports to County Commission.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Manages the day-to-day administration of all matters relative to Human Resources for general county departments (including the Solid Waste/Sanitation Fund).

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Maintains the County's personnel manual; continually evaluates policies and procedures and recommends policy changes to Board of Commissioners; maintains thorough knowledge of State and Federal laws, such as Title VI and Title VII Acts, including Equal Employment Opportunity (EEOC), Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), and the Fair Labor Standards Act (FLSA).

Provides information, guidance, and assistance to employees, supervisors, department heads and elected officials, regarding employee relations issues, personnel issues, grievance and/or discipline procedures, personnel policies, procedures, benefits, and current rules regulations.

Conducts training sessions for employees, supervisors, department heads and elected officials on various personnel or benefit related topics.

Manages the "Authorized Positions" list and recruitment process; ensures position classification, recruitment and employee selections are accomplished within acceptable timeframes and according to established guidelines; screens applications and forwards packages to appropriate department head for the hiring and interview process.

Interprets, explains, applies, and enforces all applicable federal, state, and local laws, ordinances, resolutions, rules, regulations, policies, procedures and standards; initiates any actions necessary to correct deviations or violations.

Consults with County Mayor and/or County Attorney and other officials to review department operations/activities, review/resolve problems, and provide recommendations.

Provides guidance to department managers/supervisors regarding disciplinary issues, advises managers on best approach for managing problem employees/situations while avoiding/reducing exposure to potential litigation and the significant time/expenses associated with litigation.

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Assists in developing job descriptions for new positions within the County; reviews for accuracy and correctness in format; classifies each job description according to the skills, knowledge and ability required to successfully perform the essential duties of the position; updates job descriptions as necessary and maintains a current file of all approved job descriptions.

Maintains the Wage and Salary Plan and Classification Plan approved by the Board of Commissioners; ensures correct grade and step are used when processing new employees or promoting employees; performs annual review of plan and advises county officials/department heads and Board of Commissioners of recommended adjustments.

Oversees the Employee Orientation Program; effectively communicates to new employees the County's policies, procedures, programs and benefits that are available through the County, such as retirement, health, life, Cafeteria (Sec. 125) plan, deferred compensation and retirement.

Manages the effective administration of the unemployment process; appropriately responds to all claims for unemployment, which may include attending hearings and conducting research; works with appropriate department heads to compile paperwork for filing responses to claims.

Develops and implements budget for Human Resources Department; monitors expenditures to ensure compliance with approved budget; approves department purchase requests and expenditures.

Plans and directs recruitment activities for new employees; upon request, certifies top three-to-five ranked candidates to department heads for selection; develops and/or selects employment tests as needed; determines methods of selection; establishes and maintains eligibility lists as well as temporary rosters; conducts new employee orientations.

Conducts exit interviews with terminating employees; compiles summary information and makes recommendations for policy changes as appropriate.

Receives, investigates, and works to resolve harassment complaints; recommends appropriate disciplinary actions.

Maintains knowledge of current trends and developments in the field by attending related seminars and conferences; incorporates knowledge of pertinent new trends and developments into section policies and procedures; makes recommendations to the County Mayor and Board of Commissioners for appropriate change.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, presentation, photograph identification, Internet, e-mail, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Communicates with department heads, employees, supervisors, managers, other departments, County officials, applicants, attorneys, consultants, medical providers, insurance carriers, local businesses, other counties, state/federal agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains confidentiality of departmental issues and documentation.

### **ADDITIONAL FUNCTIONS**

Answers the telephone and provides information to the public on a daily basis.

Serves as County's Americans with Disabilities Act (ADA) Coordinator.

Serves as County's Title VI Coordinator.

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Oversees the enforcement of the County's Drug Free Workplace Policy, which may include pre-employment, random, reasonable suspicion, post accident/incident, return to duty, follow-up and CDL testing.

Directs and oversees EEOC compliance and preparation of compliance plans and reports.

Attends County Commission and other meetings outside of regular working hours.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in human resources management, employment law, business management, or closely related field; supplemented by three (3) years previous experience and/or training that includes progressively responsible human resources management, employment laws, labor relations, recruitment, job classification/compensation, worker's compensation administration, employee health/safety, benefits administration, budget administration, and management/supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place, and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs; may include ability to perform mathematical operations involving basic principles and formulas, basic geometric principles and calculations, and use of descriptive statistics.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

**ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Estimated Total Hours:** 2 **Maximum Continuous Time:** 1

**2. SITTING**

**Estimated Total Hours:** 5-8 **Maximum Continuous Time:** 1

**3. LIFTING/CARRYING**

**Objects:**

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs				X	
26-50 lbs				X	
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

**4. BENDING/SQUATTING/KNEELING**

**Tasks:** Filing and inventory

**Frequency:** once a week for catch up filing day and on an as needed basis otherwise

**5. REACHING**

**Hands Used:** RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Very Often		
21-36"	Never			

**6. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>98</u> % of time
Outside	<u>2</u> % of time

**7. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

**8. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		Hourly
Grasp	X		Hourly
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		Hourly

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date