



LARAMIE COUNTY

JOB DESCRIPTION

TITLE:	Human Resources Director	FLSA:	Exempt
DEPARTMENT:	Human Resources	REVISED:	

Summary: Under administrative direction, directs the Human Resources operations and activities for Laramie County; provides advice and counsel to staff and management in the resolution of Human Resources issues.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Directs Human Resources operations for the County; exercises independent judgment within broad policy guidelines; evaluates and analyzes issues, and recommends and implements solutions; provides leadership, direction and guidance in Human Resources strategies and priorities.
- Directs all Human Resources functions and activities including recruitment and staffing, classification and compensation, employee benefits, training, employee relations, and regulatory compliance.
- Provides advice and consultation to management and employees on dispute resolution, performance issues, and the interpretation and correct application of policies and procedures; mediates employee relations issues and assists with disciplinary actions, while exercising the highest degree of confidentiality and professionalism.
- Counsels County staff on personnel policies, procedures and processes; interprets and provides advice and assistance regarding employment issues; investigates employee complaints.
- Assures the consistent interpretation and application of FMLA, ADA, FLSA and other, Federal, state and County rules, regulations, policies and procedures.
- Manages technical recordkeeping process and procedures; assures the accuracy and confidentiality of all Human Resources issues, personnel records and information.
- Manages employee benefit plans and service providers; recommends and negotiates changes as needed; analyzes and monitors costs, trends and new developments in benefits programs; assures benefit plans are in compliance with laws and policies; resolves employee benefit issues as needed.
- Provides training to County employees involving human resources issues and current topics; conducts specialized training on management techniques, policies and procedures, and other issues as needed.
- Represents the Human Resource functions to other County departments, elected officials and ancillary agencies; provides recommendations and solutions as needed.
- Monitors changes in state and Federal regulations, standards and legislation.
- Manages special projects as required; assures that appropriate services are provided.
- Writes, compiles and processes revisions to County Personnel Policy.
- Assists in the management of security systems in County facilities
- Performs other duties as assigned or required.



LARAMIE COUNTY

JOB DESCRIPTION

Knowledge and Skills:

- Knowledge of County organization, goals, objectives, policies, procedures.
- Knowledge of County, state and Federal laws, statutes, rules, ordinances, codes and regulations governing Human Resources activities and functions.
- Knowledge of the principles and practices of public sector personnel administration, personnel files and confidential records management, and effective customer service practices.
- Knowledge of principles and practices of regulatory compliance, employee relations, recruitment strategies, effective supervision, compensation and wage structure, benefits program design and administration, workplace safety and training.
- Knowledge of training techniques and adult learning principles.
- Knowledge of project planning and management principles.

- Skill in analyzing Human Resources issues, collecting information, evaluating alternatives, and recommending methods, procedures and techniques for resolution of issues.
- Skill in effectively coordinating sensitive and complex issues, delegating tasks and authority, and creating a work environment that fosters teamwork and professionalism.
- Skill in analyzing, interpreting and applying County policies and procedures, and Federal, state and local laws and regulations pertaining to employment and employee relations.
- Skill in communicating goals, and guiding the professional development of management and staff.
- Skill in controlling the confidentiality of human resources database, files and reports, according to the standards of the Privacy Act of 1974, {5 USC § 552A}.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

Bachelor's Degree in Human Resources, Public or Business Administration; AND seven (7) year's professional Human Resources program management experience; OR equivalent combination of education, training and experience.