



Job Description: Director of Human Resources

Reports to: Boyle County Judge Executive

Close Date: November 30, 2021

Salary Range: \$70,000 min. - Commensurate with experience

Boyle County Fiscal Court seeks an experienced professional to lead the Human Resource Department with skill and innovation. The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities of the Human Resource (HR) department, ensuring legal compliance with local, state and federal laws.

SPECIFIC DUTIES AND FUNCTIONS

- Identify staffing needs including recruiting, selection, placement, and employment procedures. Familiar with and ability to comply with EEO requirements
- Develop, coordinate, and oversee the maintenance of personnel record keeping procedures; supervise the processing of personnel transactions and the appropriate procedures for confidential personnel records; assist in resolving employee disciplinary matters and grievances; remain current, and serve as a resource for advising staff on laws, regulations, policies and procedures for human resources/labor relations functions.
- Supervise HR staff as well as manage personnel including assisting departments with new hires, transfers, promotions, position classification and/or salary changes;
- Overhaul and direct a new employee orientation; leaves of absence; resignations, retirements, terminations, and various other personnel-related actions.
- Develop annual county-wide evaluation program including a bi-annual salary review;
- Foster an environment that leads to the retention of valuable employees
- Facilitates professional development, training, and certification activities for staff.
- Create a drug-testing program that complies with state and federal laws for all departments who require testing.
- Manage workers' compensation. Promote a safe and healthy working environment and ensure OSHAA Compliance
- Oversee the County's health insurance benefit program and lead department in planning and implementing the annual health fair and open enrollment;
- Prepare federal and state reports, as required.
- Prepare and develop human resources information for employee handbooks and other administrative publications.
- Inspire and encourage employee morale with recognition (example: milestone anniversaries), employee communication and feedback
- Collaborates with senior leadership;

- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Develops and implements departmental budget.
- Performs other duties as required.

QUALIFICATIONS, TRAINING & EXPERIENCE

Education & Training:

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- SHRM-CP or SHRM-SCP highly preferred.
- Knowledge of principles and practices of human resource administration.
- Knowledge of principles and practices of effective employee supervision.
- Knowledge of Americans with Disabilities Act (ADA) regulations.
- Knowledge of Family Medical Leave Act (FMLA)

Experience

- At least five years of human resource management experience preferred.

Additional Skills and Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

Submit Resumes to:

Boyle County HR Director
 c/o Julie R. Wagner
 321 West Main Street, Room 111
 Danville, Kentucky 40422
 Or email to: jwagner@boyleky.com

The Boyle County Fiscal Court provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other trait or characteristic protect by federal, state, and local laws.