

KNOX COUNTY GOVERNMENT JOB CLASSIFICATION DESCRIPTION

Classification Title: Sr. Director Human Resources & Policy Compliance
JC-2704, PG-30, EEO- 1, FLSA- Exempt 80 Hrs.

Department: Human Resources

Reports To: Chief of Staff

Date last revised: May 13, 2010

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide professional consultation to County Mayor and other management on policies, procedures, State and Federal employment laws, and legislation relation to the human resource activities; extends consultation on request to allied departments and agencies administered by other elected officials and boards. Duties include but not limited to; directing the work of subordinate staff in the planning, development, and implementation of recruiting, classification, compensation, benefits, compliance, training and wellness programs; meeting with the County Mayor and Senior staff to monitor and evaluate projects, activities and issues pertaining to conflicts of interest, ethics and compensation; consulting and advising on policy compliance regarding those projects, activities and issues; preparing, administering and monitoring the departmental budget; arbitrating employee grievances and seeking mutually acceptable resolutions between employee and the County; and performing other duties as assigned by the Chief of Staff.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Confers with and provides professional advice to management on County policies and procedures, and State and Federal laws and regulations which relate to human resources management activities.

Provides timely notification to the County Mayor regarding policy compliance issues and seeks resolution to these issues.

Collaborates on strategy and policy development; gathers, interprets, and prepares data for studies, reports, and recommendations.

Directs the work of subordinate staff in the planning, development, and implementation of recruiting, classification, compensation, benefits, ADA & FMLA compliance, training, and wellness programs.

Prepares, administers, and monitors the departmental budget.

Arbitrates employee grievances and seeks mutually acceptable resolutions between employee and the County; coordinates external employee relations concerns (Human Rights Commission, EEOC, and Unemployment Compensation) with the Law Department.

Communicates administrative policy and procedure changes to staff, user groups, and elected officials.

Ensures the maintenance of County employment records to conform to EEO and HIPAA regulations; files EEO-4 report.

Serves as the County's Equal Employment Officer (EEO); receives and investigates complaints regarding alleged discrimination and/or sexual harassment.

Serves as the County's Ethics Policy Officer, consults on questions regarding ethics compliance, and investigates complaints of policy violations.

Evaluates staff and completes employee performance appraisals.

Develops and executes employment search processes for executive and professional level staff as required.

Coordinates implementation of the Drug-Free Workplace Policy; receives results of drug and alcohol testing; coordinates follow-up testing for employees completing drug or alcohol rehabilitation.

ADDITIONAL JOB FUNCTIONS

Responds to and reports immediately if called upon by local regional or central office supervisors, as part of a coordinated emergency response by the Knox County Department of Health.

Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS

Master's Degree in Human Resources, Business Administration, or related field; with six (6) or more years experience in Human Resources, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must be proficient in Microsoft Office. Must have knowledge and continuing education of current State and Federal employment laws, training on technical support upgrades (HRIS).

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment such as personal computers, printers, telephones, calculators, photocopiers, fax machines, and scanner. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of those for sedentary work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers.

LANGUAGE ABILITY: Requires ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to this position.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to use mathematical formulas; add and subtract totals; multiply and divide; determine decimals and percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment and recording devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate to considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).



The Knox County Government is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County may 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 job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date

Knox County Government is an Equal Opportunity Employer
and a Drug Free Workplace