

**County of Grundy Job Posting
Administration**



Date of Posting: December 27, 2023
Applications Accepted Until: Posted until filled
Job Title: Human Resource Director
Department: Human Resources
Reports To: County Administrator
FLSA Status: Full-Time, Exempt
Salary Range: \$75,000 - \$85,000

SUMMARY

Works closely with County Administrator and County Board to plan, organize, direct, and administer the County's personnel programs including risk management, classification and compensation, benefit administration, employer-employee relations, equal employment opportunity, central personnel records and files, and other personnel management activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist in the development, revision and implementation of policies and procedures for the selection, employment, supervision, suspension, discharge, or removal of personnel, positions, or employment under the jurisdiction of the Grundy County Board.
2. Collaborates with County Administrator and Department Heads to understand the organization's goals and strategy related to staffing, recruiting, and retention.
3. Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the County's strategy needs.
4. Administers and oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance, productivity, recognition, training, and development.
5. Identifies staffing and recruiting needs and develops and executes best practices for hiring and talent management.
6. Monitors and ensures the County's compliance with federal, state, and local employment laws and regulations, and recommended best practices and reviews and modifies policies and practices to maintain compliance.
7. Performs orientation and enrollment of eligible County employees for health, dental, life, and optional insurance coverages. Initiates changes in individual insurance coverage, notifies payroll of deduction changes. Removes employees from programs at termination and notifies employees of their rights. Processes and approves the monthly claim from the third-party Health Insurance Administrator.
8. Plans and co-ordinates activities of employee benefit plans such as maintenance of records, contributions,

employee eligibility, benefit payment, administrative expenditures, and related matters.

9. Responsible for updating and distribution of County employee Handbook.

10. Responsible for implementing the policies of the County Board and Department Heads with respect to personnel, insurance matters and employee benefits.

11. Reports worker's compensation injuries to third party claims administrator and responds to requests for information.

12. Monitors the filing of unemployment claims and files appropriate response to the state for claims.

13. Maintains a variety of Human Resource records including but limited to individual employee personnel files.

14. Responsible for assisting in the supervision of the County's payroll division and overseeing County wide coordination with all departments.

15. Recommends and/or provides training to the workforce.

16. Conducts exit interviews and analyzes data and makes recommendations to management for corrective action and continuous improvement for all personnel, positions, or employment under the jurisdiction of the Grundy County Board.

17. Assist in designing personnel forms and directs the maintenance of personnel records for all departments under the Grundy County Board.

18. Assists in the administration of classification programs, which includes classifying and reclassifying positions, and writing job descriptions.

19. Assists management in the investigating, answering, settling of grievances, and contract negotiations.

20. Reviews documentation of disciplinary reports and termination reports for all departments under the Grundy County Board to ensure compliance with collective bargaining agreements, Grundy County Personnel Policy, along with State and Federal laws.

21. Offers administrative support on employment matters, upon request of the relevant department head or elected officer.

22. Performs other duties as assigned or required.

SUPERVISORY RESPONSIBILITIES

Direct supervision of Human Resource Department support staff and Payroll Division support staff. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of employment organizations and personnel administration processes, laws, rules, and regulations; Federal, State of Illinois and local laws and guidelines pertaining to employment; principles of management and supervision; computer systems and operations to implement and administer human resource operations and services; statistical concepts and methods; public administration techniques and principles and practices; laws, rules, and regulations applicable to county government.

Professional and engaging communication style applied equally and comfortably with residents, elected officials, the business community, and employees.

Team-oriented management style that encourages opportunities for innovation while fostering accountability and consistent application of policy, practices, and procedures.

EDUCATION AND EXPERIENCE

Bachelor's Degree in human resources, business administration, or related field; Master's Degree in human resources, business administration, or related field preferred

Five years of related experience as detailed in the Essential Duties/Responsibilities and Qualifications sections, and previous supervisory experience.

Or any combination of education, experience, and training which provides the required knowledge and experience.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste; or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered. Send resume and salary requirements to HR@grundycountyil.gov with "**Human Resource Director**" in the subject line.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1- 103 of the Illinois Human Rights Act (775 ILCS 5/1-103).