



WELD COUNTY GOVERNMENT
invites applications for the position of:
Director, Human
Resources

An Equal Opportunity Employer

Salary: See Position Description

SALARY:

OPENING DATE: 01/03/22

CLOSING DATE: Continuous

DESCRIPTION:

Weld County Government is recruiting for a Director of Human Resources who will lead and manage the Human Resources Department. This includes development and execution of the Human Resources strategy and goals for the County. The primary purpose of this position is to provide leadership, manage and supervise the teams assigned to the following human resource functions which may include but are not limited to: compensation, benefits administration, EEO, employee relations, FMLA/ADA, HR data and analysis, HR policies and procedures, onboarding, organizational development, performance management, recruiting, risk management, training, and wellness.

The Director of Human Resources will lead the development, implementation, and communication of policy and compliance-based processes such as FMLA/ADA and state mandated leave administration, development of ADA accommodations, county code, and all other regulatory or policy-based procedures. This position will supervise the Human Resources department and report to the Director of Administration. In this role you will manage relationships and communicate effectively with Department Heads and Elected Officials, managers, employees, and vendors; provide coaching, mentoring, and leadership to achieve department and county strategies and goals. The HR Director has the responsibility of establishing goals, implementing systems, and maintaining these programs. The HR Director will work with departmental leadership in these areas and lead the development of department goals and formulation of related policies, budgetary changes, program direction, staffing needs and priorities.

\$127,876.56 - \$161,962.19 annually, plus benefits (see benefits information tab).

As an applicant for this position, you should be aware of Senate Bill 19-085, the Equal Pay for Equal Work Act. The act requires employers to announce the pay range for job openings. This range encompasses the nine pay steps that Weld County Government has available should you earn the position and demonstrate satisfactory performance over time.

OPEN UNTIL FILLED

ESSENTIAL DUTIES
AND

To perform this job successfully, an individual must be able to

RESPONSIBILITIES:

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. Other duties may be assigned. (any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.)

- Plan, direct, and manage all human resource initiatives, such as recruitment, compensation, benefits, training, and employee relations.
- Implement fair employment practices that meet the needs of the organization.
- Advise managers on employee and labor policies, such as ADA, FMLA, and other state and federal regulations.
- Collaborate with other department managers to deliver employee training programs, employee feedback, ensure compliance, and facilitate performance management.
- Ensure employees' adherence to county policies and procedures.
- Oversee staff operations, business planning, and budget development of HR programs.
- Plan, supervise, and contribute insights and recommendations in the development of the organization's strategies.
- Facilitate HR Managers in dealing with the day-to-day problems and complaints from department employees regarding employee benefits, payroll, and other associated documents.
- Establish human resources objectives in accordance with organizational goals, federal, state, and local legal requirements.
- Implement human resources strategies through department accountabilities for (not limited to) talent acquisition, compensation and benefits, training and development, employee retention, and AA/EEO compliance.
- Counsel the management of different departments by providing advice on managing employees and cultivating the ideal culture.
- Research, develop, and update the organization's policies and guidelines.
- Discipline and handle termination of employees as per the organization's policies and county code.
- Establish the vision and strategic direction for Human Resources for Weld County Government.
- Provides coaching and support on HR related issues to HR staff, Department Heads and Elected officials, as well as supervisory staff.
- Gather feedback from employees and supervisors and make recommendations in support of HR service delivery and continuous improvement.
- Identify and manage training needs for employee development, department needs, and policy matters. This may include training content development and delivery.
- Will manage sensitive investigations and ensure Weld County's policy and legal compliance.
- Prepare oral and written reports/presentation and communicate results to HR staff and Weld County leadership.
- Identify opportunities for data collection and analysis in support of evolving needs to decisions and process improvement.

QUALIFICATIONS:**MINIMUM QUALIFICATIONS**

Education:

BS or MS degree in HR or related discipline preferred.

Required Experience:

- 7 years of progressively responsible HR experience, which must include significant experience in Employee Relations.
- Must possess at least 4 years of managerial experience and/or experience leading team(s).

Additional Required Skills, Abilities and Knowledge:

- HR professional certifications desired.
- Excellent communication and presentation skills.
- Interpersonal skills to effectively manage, interact, negotiate, and communicate with employees.
- Strong problem-solving and decision-making skills that ensure successful human resources management.
- Time management skills to handle multiple projects simultaneously and prioritize accordingly.
- Strong written communication skills to maintain large amounts of data.
- Knowledge and ability to communicate county policies and enforce decisions within their authority.
- The ability to counsel, motivate, and guide HR staff and managers of other departments to accomplish an organization's goals and objectives.
- Working knowledge of HRMS (Human Resource Management System) and/or HRIS (Human Resource Information System) software.
- Attention to detail and strong organizational skills to identify, analyze, and resolve all HR-related issues.
- Strong budgeting skills to efficiently manage HR finances and resources.
- Knowledge of local and federal employment laws and regulations.
- Flexibility to improve and adapt to the needs and demands of the organization.
- Training and development skills to attract, retain, and maximize employee performance.
- Current knowledge of federal and state employment law is required.
- Current knowledge of HR technologies, platforms, and service delivery methods is needed.
- Experience with ERP systems and implementation strategies.
- Well versed in conflict resolution and strong mediation skills.
- Demonstrated experience in project and change management.
- Theory, principles, policies, and practices of public personnel administration, including recruitment, testing, selection, retention planning, succession planning, equal employment opportunity, employee relations, classification and job analysis, compensation, benefits design and administration, employee and management training and development, and performance planning and appraisal.

OTHER NECESSARY REQUIREMENTS:

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://www.weldgov.com>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

1150 O Street
Greeley, CO 80631
970-400-4234

humanresources@co.weld.co.us

(Inquiries only, no applications or resumes)

Job #12700-0122

DIRECTOR, HUMAN RESOURCES

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Director, Human Resources Supplemental Questionnaire

- * 1. What is your highest level of education?
 - High School Diploma/GED
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Higher Degree
- 2. If you have a degree, what field of study is it in?

- * 3. What HRIS systems have you worked with in previous positions?

- * 4. How many years of experience do you have supervising and managing employees that include directing work activities and evaluating employee performance?
 - No experience
 - 1 year of experience
 - 2 years of experience
 - 3 years of experience
 - 4 years of experience
 - 5 or more years of experience
- 5. If you do have experience, please explain in detail in what capacity and what position it is reflected.

- * 6. Explain your strengths and weaknesses as they pertain to Human Resources.

- * 7. What do you find to be the most challenging aspect of Human Resources?

- * Required Question