



Delaware County

This document is used to provide a basic description of essential duties and other work elements

Job Title: Human Resource Leader	
Department: Human Resource	Position Fund Account No.:
Division: Delaware County	Job Category: Executive-Exempt
Work Schedule: Core Hours 8am-4pm M-F excluding lunch. On-call as necessary	Job Grade: A
Reports to: Commissioners	Status: Full-time
FLSA Status: Exempt	Effective Date: January 2025 Re-evaluation Date: December 2026

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Human Resources (HR) Leader for the Delaware County Human Resources Office, responsible for overseeing personnel policies, County health insurance, and supervising staff.

DUTIES:

Coordinates and executes personnel related activities for the Board of Commissioners, elected officials, department heads, and supervisors ensuring compliance with local, Federal, and State laws regarding County administration of human resources, including Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA/Title VI), Family and Medical Leave Act (FMLA), and Fair Labor Standards Act (FLSA).

Oversees, administers and insures consistent application of personnel policies. Including planning, implementing, and revising policies and procedures, ensuring compliance with various State and Federal employment laws, rules, and regulations, providing personnel policies handbook and forms, consulting with Department Heads, Elected Officials, and other supervisors to resolve problems, maintaining current knowledge of employment regulations, and distributing timely notices of relevant legislature and policy changes.

Supervises and directs assigned staff involving, interviewing candidates, making hiring decisions, planning and delegating work assignments, providing training and motivation, providing corrective instructions, keeping staff informed of organization developments, and communicating and administering personnel programs and policies.

Assists new employees with forms including benefits, I-9, insurance such as medical, dental, eye, PERF, and pre-employment drug testing. Oversees the orientation for new personnel, preparing forms, and explaining benefit plans and personnel policies and procedures. Performs training to Elected Officials, managers, and supervisors regarding selection and hiring processes.

Maintains and updates applicant and employee document files, and responds to past and present employment verification requests, providing or maintaining confidentiality of information according to State and County policy.

Works directly with brokers to resolve issues, short and long-term disability, claims for PERF and COBRA, and compliance with ADA, OSHA, FMLA, and HIPAA.

Administers Workers Compensation benefits, including processing claims, interfacing with insurance companies, and investigating accident details to ensure legitimacy.

Administers County health insurance programs, including managing open enrollment, preparing and distributing pamphlets, explaining coverage and procedures, enrolling and terminating personnel, ensuring enrollment paperwork is completed, updating insurance information in system, assisting employees with insurance issues, and contacting insurance companies to resolve issues. Monitors claim investigations. Reviews health insurance programs annually, researching and identifying competitive, cost-effective coverage options, preparing analysis reports, and making recommendations to County officials.

Assists elected officials and County attorney in litigation to prepare documentation for court appearances, periodically representing County.

Monitors PERF, including ensuring plan participants input is correct, serving as point of contact for retirees, and solving enrollment and claim issues.

Maintains payroll for personnel for County Commissioners including entering and calculating, tracking time accrued and used benefit time, maintaining, and updating employee files, and responding to employment verification.

Maintains confidential files for current and terminated employees, involving identifying and maintaining record-keeping practices to ensure appropriate documentation and paperwork are properly stored and maintained, including personnel files, benefits information, disciplinary actions, and worker's compensation issues.

Maintains the County job classification system, including writing, reviewing, and updating job descriptions, reviewing reclassification requests, directing and coaching compensation meetings, and making recommendations to County Council regarding established job grades and salary increases.

Conducts exit interviews and completes and files prescribed forms as required.

Assists with personnel regarding unemployment claims, including determining eligibility, assisting with protest documentation on ineligible claims, and attending related hearings.

Serves as mediator as needed regarding employee problem resolution and progressive disciplinary procedures.

Serves as the ADA Coordinator for Title VI and the HIPAA Officer.

Performs various office duties, including preparing memos and distributing, correcting documents, answering telephone, greeting office visitors, responding to inquiries, and providing information. Responds to emails in a timely manner and organizes emails for follow up.

Reviews quarterly and annual payroll and personnel reports, such as EEOC, W-2s, and PERF.

Attends various meetings, including County Council, Commissioners, finance, insurance, benefits, retention, and PERF.

Attends training and seminars and meetings as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or HSE required, Degree in Human Resources/Certificate preferred or proof of minimum seven (7) years of relevant experience in Human Resources, government, or equivalent combination of education and experience.

Must be at least 18 years of age.

Ability to meet all departmental hiring and retention requirements, including passage of a drug test.

Thorough knowledge of and ability to read, interpret, administer, and explain Federal, State, and local employment regulations and laws, Department of Labor employment regulations, EEO, Worker's Compensation, ADA, FMLA, COBRA, HIPAA, and County personnel policies and benefit plans.

Working knowledge of human resource management and development/administration of personnel programs, such as recruitment, staffing, training, compensation, and discipline.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheets, presentations, email, internet, and Department-specific software systems including Human Resource Information Systems HRIS, Microsoft Office, Work Access, and Outlook, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed reports.

Ability to supervise and direct assigned staff involving, interviewing candidates, making hiring decisions, planning and delegating work assignments, providing training and motivation, providing corrective instructions, keeping staff informed of organization developments, and communicating and administering personnel programs and policies.

Ability to effectively communicate orally and in writing with co-workers, other County departments, benefits plan representatives, various state agencies, the County Council and Commissioners, County attorney, bank personnel, vendors, insurance companies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to oversee administration of Worker's Compensation and health insurance claims.

Ability to file and maintain accurate records.

Ability to properly operate standard office equipment, including computer, printer, calculator, fax machine, and telephone.

Ability to competently serve the public with diplomacy and respect, including during occasional encounters with irate or hostile persons.

Ability to work alone with minimum supervision, work with others in a team environment, work under pressure, work on several tasks at the same time, and work rapidly for long periods.

Ability to provide public access to or maintain confidentiality of Department information/records according to state requirements.

Shall comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to write and edit reports, policies, and contracts, and prepare and present public speaking presentations.

Ability to apply knowledge of people and locations, and plan and layout assigned work projects.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to respond to emergencies on 24-hour basis.

Possession of a valid driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties which are broad in scope involving many variables and considerations. Incumbent applies specialized knowledge of personnel administration to the overall operation of County departments, exercising independent judgment in developing, interpreting and applying County policies, legal requirements and employee benefits programs to individual cases.

III. RESPONSIBILITY:

Incumbent is responsible for managing County human resource activities. Incumbent applies local, State, and Federal policies and procedures to individual cases, discussing unusual and unprecedented situations with supervisor as needed. Incumbent's work is reviewed primarily for appropriate supervision of assigned operations and soundness of judgment.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, benefits plan representatives, various state agencies, the County Council and Commissioners, County attorney, bank personnel, vendors, insurance companies, and the public, for purposes of exchanging information, explaining/interpreting policies and procedures, mediating employees, instructing and providing advice and guidance regarding Human Resources issues.

Incumbent reports directly to the County Commissioners.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving sitting/standing/walking for long periods, sitting/standing/walking at will, lifting/carrying objects weighing less than 30 pounds, keyboarding, driving, speaking clearly, and hearing communication.

Incumbent is regularly required to respond to emergencies on 24-hour basis.

VI. OTHER:

The Human Resources Director position is an appointed position of the County Commissioners. Specific job duties and job requirements are established at the discretion of the County Commissioners. A person appointed to the Human Resources Director position serves at the pleasure of the County Commissioners and may be terminated by the County Commissioners at any time.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Human Resources Director for the Delaware County Human Resources Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Approved by Human Resources Director: _____ Date _____

Supervisor Signature Date

Reviewed with Employee Date

Employee's Signature (Printed Name) Date

Signed copy to : Human Resources(Original)
Supervisor