

# Wells County, North Dakota

## Wells County Courthouse *Office of Human Resources*

700 Railway ST N #500  
Fessenden, ND 58438  
(701) 547-3858

### Job Description

<b>Job Title: Human Resources Director</b>	<b>Job Status: Casual</b>
<b>Department: Courthouse/KTL</b>	<b>FLSA Status: Non-Exempt</b>
<b>Reports To: Board of County Commissioners</b>	<b>Effective Date: October 2019</b>

#### ❖ Nature of Work:

Human Resources Director is responsible for leading all aspects of the Human Resources function and is responsible for providing leadership and direction in establishing goals and objectives with policy directives as set forth by the County Commissioners. The incumbent develops, recommends, and implements procedures to accomplish department goals and objectives. The incumbent directs all elements of the Human resources program including recruitment, compensation and benefits administration, selection of employees in hiring process, employee training, employee relations, employee communications, legal compliance, policy development, and safety. Work includes frequent contact with the County commission, department heads, and employees in communicating Human Resources policies and program operations. Work is performed with independence and exercise of judgment within administrative policies and regulations.

#### ❖ Essential Functions of Work:

- Provides for or directs benefit administration, including open enrollment, new hires, employee terminations and changes.
- Administers County classification/compensation plan.
- Advises Board of commissioners, county officials, department heads, supervisors and employees with information and interpretation of personnel policies, procedures, and practices. Assists in development and implementation of personnel policies and procedures. Provides policy handbooks and amendments to all officials and employees.
- Oversees recruitment, employee selection and new employee orientation processes. Including compliance with EEO and Veterans Preferences laws.
- Reviews job descriptions on a regular basis.
- Coordinates the County's training and development programs.
- Responsible for employee relations, develops procedures for recruitment, testing, hiring, promoting, transfers, demotions, and discharge functions. Serves as a consultant for department heads and supervisors on performance issues including disciplinary action
- Serves as Title VI Coordinator and ADA Coordinator
- Ensures the County is in compliance with all appropriate state and federal laws and regulations

- Maintains confidentiality of non-public records and makes available all data and information deemed a public record by the North Dakota Century Code.
- Develops and administer budget for Human Resource Department
- Performs other duties with similar skill, responsibilities and work conditions, pertaining to the Office of Human Resources, as required or assigned by the Board of County Commission.

❖ **Requirements of Work**

- Ability to create a positive work atmosphere by communicating and maintaining a professional manner and a team-like environment with County Officials and other employees, and members of the public.
- Substantial knowledge of office procedures, practices, methods and equipment and software.
- Requires the ability to compile, assemble, copy, and record data and information according to a prescribed scheme or plan.
- Requires the ability to explain, demonstrate, and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.
- Ability to communicate effectively, in both verbal and written forms, and have strong public relations skills.
- Ability to perform light physical work and to carry up to 20 pounds; the ability to stand, walk, sit, bend, twist, kneel, and reach; the possession of hand/eye coordination sufficient to operate a work computer and traditional office equipment; ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.

❖ **Desired Minimum Training and Experience**

- High School Diploma or GED with 2 years of experience in Human Resources or related fields.
- Knowledge of governmental administrative practices including policy formation and public sector employment issues.
- Knowledge of local, state and federal laws, and regulations such as FLSA, ADA, FMLA, COBRA etc.
- Knowledge of concepts, theories and principles of human resources administration.
- Ability to recognize and resolve human resource problems

❖ **Clarification Clause:**

This job description is not intended and should not be construed to be a complete list of skills, duties, responsibilities or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining the Human Resources related position. The job description does not constitute an employment contract or an employment agreement. The employment is an employee “at will” under ND law and may be hired or fired at the discretion of the Board of County Commission. Employee is expected to read and follow the Wells County Employee Policy Manual. The County reserves the right to modify job descriptions at any time.

Wells County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.