

**Lincoln County
Position Description**

Position Title: Human Resources Director/Administrative Coordinator

Department: County Administration Office

Pay Grade: Q

FLSA: Exempt

Date: October 2020

Reports To: Administrative & Legislative
Committee County Board of
Supervisors

Evaluated by: Administrative & Legislative Committee

Appointed by: County Board of Supervisors

Purpose of Position

The purpose of this position is to serve as chief administrative officer for the County; to supervise and coordinate the administrative and management functions for the County; and to perform other administrative duties as assigned by the County Board. The work is performed under the direction of the County Board and in accordance with sec. 59.19, Wis. Stats. This job description is subject to review and revision by the Administrative and Legislative Committee of the County Board. A significant portion of these administrative responsibilities include managing the human resources, benefits and health insurance functions for Lincoln County.

Supervision Exercised: This position directly supervises the HR Specialist, Information Technology Director and Emergency Management Director.

Essential Duties and Responsibilities

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.

- Plans, organizes and directs the activities of the Administration Department including supervision of staff and budget expenditures.
- Administer all county human resource functions including, but not limited to recruitment, discipline, employee classification and evaluation, benefits (including a self-funded health plan.)
- Attend all meetings of the County Board;
- Advise and make recommendations to the County Board on matters within his or her administrative authority;
- Present to the County Board all data pertaining to the responsibilities of the Board and all needs for legislative action which come to his or her attention.

Human Resources/Personnel

- Through the department heads, supervises and coordinates the work of the departments and agencies under the direct supervision or fiscal control of the County Board; assists and participates in the oversight committees' performance evaluation of the department heads; and conducts regular staff meetings with the department heads;
- With the assistance of the department heads, conducts salary and benefit surveys; analyzes current salary levels; prepares recommendations for changes; reviews requests for new county positions and presents recommendations to the appropriate Committee.
- With the assistance of department heads, administers and coordinates personnel/labor policies and procedures; administers the recruitment, screening and selection policies for the county; recommends new/updated policies as required; and maintains the County Employee Personnel Policies;
- Directs and coordinates the County's system of employee benefit programs; reviews programs for relevance and cost effectiveness; makes recommendations for implementing, modifying and/or eliminating programs; comply with laws and reporting requirements pertaining to human resource functions and directs action necessary for compliance.
- Coordinates all areas of the hiring process
- Administer the County's self-funded health insurance program with assistance from consultants, as authorized.
- Serves as the Affirmative Action/Equal Employment Opportunity Officer for the county, the Compliance Officer for the Americans with Disabilities Act, and ensures compliance with other federal, state, and county regulations pertaining to employment;
- With the assistance of department heads, serves as the county spokesperson in negotiations, mediation and interest arbitration;
- With the assistance of department heads, administers the provisions of the collective bargaining agreements, serves as the hearing officer in contract disputes, and represents the county position in grievance and interest arbitration where legal counsel is not utilized;
- Provides reports, data, and other information to assist the County Board in making decisions regarding operational and policy matters pertaining to personnel operations;
- With the assistance of department heads prepares orientation packets for new employees including information on health and life insurance, deferred compensation, State Retirement Fund, county personnel policies and other information as appropriate, and coordinates training for new employees and ongoing training for employees and department heads;

Agendas, Resolutions, Ordinances

- Assists in the preparation of the agendas for meetings of the County Board in consultation with the chair of the County Board and the County Clerk;
- Prepares the agenda for the Administrative & Legislative Committee and any resolutions/ordinances related to the function of the position.

Budget/Fiscal Responsibilities

- With the Finance Director, meets with the Finance Committee of the County Board early each fiscal year (January 1 to December 31) to establish procedures, format and priorities desired in the preparation of the budget.

- Assists the Finance Director in compiling reports summarizing the county's fiscal condition and future financial needs ensuring that the director regularly presents those reports at County Board meetings;
- Attends Finance Committee budget review meetings;
- With the Finance Director, conducts and schedules, with the Finance Committee, budget hearings and meetings on budget requests, and present recommendations on same;
- Submits the annual budget for the Human Resources Director/Administrative Coordinator's office to the oversight Committee;
- With the Finance Director, submits the final recommended annual budget and capital improvement program (CIP) to the County Board for approval as recommended by the Finance Committee.

Administrative Duties/Responsibilities

- The Human Resources Director/Administrative Coordinator shall have oversight responsibilities/authority over county administrative matters unless otherwise specified.
- Consults with and advises department heads, oversight committees and/or the County Board on the organizational structure of the county departments and nongovernmental agencies funded by Lincoln County and makes written recommendations for reorganization, consolidation, expansion, contraction or transfer of responsibilities to the oversight committees and the County Board.
- Prepares/provides such reports, studies and research as the County Board may require concerning present and future operations of the county government.
- Oversees the preparation of long-range plans for the management of county properties and for the construction and alteration of physical facilities needed to render county services properly. Said plans shall recommend the priority of projects and be submitted to the County Board for its final approval.
- Handles the public relations affairs of the county and the County Board.
- Coordinates the County Loss Control/Risk Management Program
- Nothing in this job description shall be construed to grant the Human Resources Director/Administrative Coordinator any authority vested by Wisconsin statute and/or federal law in any other county officer, commission, committee, or board.

Relationship with County Departments/Department Heads

- Conduct periodic staff meetings with department heads to relay information and coordinate department activities and compliance.
- The Human Resources Director/Administrative Coordinator may place department heads/employees on leave with pay pending an investigation of job performance without having to obtain permission first from the department's oversight committee. The Human Resources Director/Administrative Coordinator shall provide written notification of such action taken to the chair of the County Board and chair of the appropriate oversight committee. The oversight committee shall review any leave decision made by the Human Resources Director/Administrative Coordinator.

Effectiveness/Efficiency of Services

- Recommends the adoption of new or revised ordinances, orders and resolutions with assistance from department heads, oversight committees and Corporation Counsel when these actions will promote improved county services and operations;

- Develops county policies and administrative procedures to be adopted by the board.

Monitor State and Federal Legislation

- Remains informed of federal and state legislation affecting the county.

Complaints

- Processes complaints received concerning county operations by conducting an appropriate investigation and/or referring same to the appropriate committee/department head and reporting such findings to the appropriate parties.

General

The Human Resources Director/Administrative Coordinator shall serve as county spokesperson at the direction of the County Board in the transaction of its business and shall do the following:

- Serves as the County Board's representative in communications with other county officers and boards, with other federal, state, or local government officials, and with the media;
- When necessary, coordinates county functions with federal, state, and other county, municipal, or special districts;
- Acts as the legal custodian of department records as provided by Wisconsin statutes.
- Attends various committee meetings, seminars and workshops as required.

Accountability, Responsibility, Tenure, Removal

- The Human Resources Director/Administrative Coordinator is accountable to the County Board for the administration of county policies and programs and for his/her conduct as a responsible public official.
- No provision of this description is intended to vest in the Human Resources Director/Administrative Coordinator any duty, or grant the Human Resources Director/Administrative Coordinator any authority which is vested by law in any other county officer, employee, commission, committee, or board. In the absence of specific authority vested by statute, ordinance or resolution with the county Human Resources Director/Administrative Coordinator, policy direction shall be solicited from the County Board.
- The Human Resources Director/Administrative Coordinator is an at-will employee that serves at the pleasure of the County Board. The action of the County Board in removing the Human Resources Director/Administrative Coordinator by a majority vote shall be final.
- A vacancy in the office of Human Resources Director/Administrative Coordinator created by reason of death, resignation, or removal shall be filled by appointment as provided by Wisconsin state statutes and/or county ordinance.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree from an accredited college or university in Business Management, Business/Public Administration, Human Resource, labor management relations, government finance or related field; Masters degree preferred;

SPHR or SHRM preferred.

Minimum of three years of successful management experience in business, industry or government;

Successful human resources or administrative management experience in county or municipal government is highly desirable. A valid Wisconsin driver's license is required. Incumbent will be required to furnish his or her own means of transportation for limited business travel and furnish proof of minimum levels of auto liability insurance.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. 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.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving is required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Ability to ambulate between offices, court and other facilities.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percents, and make use of principles of descriptive statistics.

Supervisory Skills

- Ability to assign, supervise, and review the work of others.
- Ability to make recommendations regarding the selection, discipline, and discharge of employees.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to provide leadership and guidance to county personnel.
- Ability to comprehend and interpret a variety of documents including Worker’s Compensation, insurance, and other reports, union grievances, contracts, job applications, resumes, personnel records, performance evaluations, letters and other correspondence, federal, state and county law, policy and procedure manuals, court and arbitration decisions, and other such documents as needed or required.
- Ability to negotiate contracts, record and deliver information, explain procedures and follow instructions.
- Ability to use and interpret accounting, legal, medical and personnel management terminology.
- Ability to work without close supervision and be a self-starter.
- Ability to exercise discretion and maintain confidentiality in general and in particular as it relates to sensitive materials and matters being handled in the office.
- Ability to work under stress.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

Lincoln 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 employees and incumbents to discuss potential accommodations with the employer.

Employee’s Signature

County Board Chair’s Signature

Date

Date