



Cow Creek Government Office

Human Resources Director

Job Code: 1101
Department: Human Resources
Location: Roseburg, OR.
Minimum Salary: \$124,232.19

POSITION PURPOSE:

Directly responsible for the overall coordination of the Human Resource functions for the Cow Creek Government Office. This includes managing, organizing, implementing programs, and practices for recruitment, compensation, benefits, workers compensation, labor relations, training, and performance management.

ESSENTIAL FUNCTIONS:

- Develops organization strategies by identifying and researching Human Resource issues, contributing information, analysis, and recommendations to organization strategic thinking and direction, establishing Human Resources objectives in line with organizational objectives.
- Implements Human Resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations, AA/EEO compliance, and labor relations.
- Manages Human Resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff, planning, monitoring, appraising, and reviewing staff job contributions, maintaining compensation, determining production, productivity, quality, and customer service strategies, designing systems, accumulating resources, resolving problems, implementing change.
- Develops Human Resources operations by financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances, aligning monetary resources, developing action plans, measuring and analyzing results, initiating corrective actions.
- Accomplishes special project results by identifying and clarifying issues and priorities, communicating and coordinating requirements, expediting fulfillment, evaluating milestone accomplishments, evaluating optional courses of action, changing assumptions and directions.

- Supports management by providing Human Resources advise, counsel, and decisions, analyzing information and applications.
- Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines, communicating and enforcing organization values.
- Complies with federal, state, and local requirements by studying existing and new legislation, anticipating legislation, enforcing adherence to requirements, advising management on needed actions.
- Update job knowledge by participating in conferences and educational opportunities, reading professional publications, maintaining personal networks, participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests, exploring opportunities to add value to job accomplishments.

QUALIFICATIONS:

- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, Organizational Development.
- 5 years Human Resources experience required.
- Effective communication skills both verbal and written, ensure all communications are clear, concise, complete, and accurate.
- Active listening skills demonstrated when dealing with guests, co-workers, and others.
- Possesses a thorough knowledge of Human Resource practices and procedures, as well as knowledge of state and federal laws and regulations pertaining to Human Resource matters.