



Human Resources Director - Sheriff

Job Code: 21
Exempt: Yes
Department: Sheriff
Reports To Sheriff
Location: Sheriff's Office
Date Prepared: July 23, 2017
Date Revised: September 18, 2019

Safety Sensitive: This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

Safety Sensitive Designation Requirements:

This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible

GENERAL DESCRIPTION OF POSITION

The Human Resources Director - Sheriff position is similar to the Human Resources Director position. Under the general supervision of the Sheriff, this position provides consistency in the Sheriff's Office personnel program, coordinates the personnel functions, provides information on matters pertaining to personnel and human resources, assists with personnel budgets, and provides information and help on personnel matters to command staff and employees of the Sheriff's Office. The incumbent assists with the maintenance of a 20 million dollar Sheriff's Office payroll and has oversight over the benefits program for 315 full time employees, which is over half of Washington County's full time employees, as well as 25 part time employees. The incumbent also assists with oversight of a 5 million dollar insurance fund and is responsible for entering, tracking, auditing and maintaining all Sheriff's Office employees that are enrolled in the fund.



ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Meet with Sheriff, supervisors, consultants, and employees to discuss and explain County policies, employee benefits and other aspects of wage and benefit administration. Frequently interact with public and private agencies, the general public, and periodically the media.
2. Attend meetings, assist in formulation of personnel policies, prepare special reports as requested and implement practices or programs.
3. Supervise, train, and make work assignments for employees assigned to the HR office of the Sheriff's Office. Manage HR employees in department training processes in order to develop each employee's specialized knowledge in particular fields, and provide them with the means of training others. Conduct information sessions with employees to monitor progress in assigned tasks.
4. Work with Sheriff's Office command staff in preparation of personnel budget projections for the current and next year.
5. Collect Sheriff's Office Affirmative Action information and explain processes and prepare the annual EEO-4 federal reports. Act as the Affirmative Action Officer for the Sheriff's Office. Develop and implement the Sheriff's Office Affirmative Action Plan, analyze data, and assist Sheriff in identifying recruitment areas to meet annual goals and time tables.
6. Prepare special reports, answer miscellaneous government surveys, write letters, and other related duties as needed or requested.
7. Administer the health, life, dental, and workers= compensation insurance programs, monitor enrollment, premium payment, COBRA participation, and provide and obtain information from the providers of the various plans on behalf of the Sheriff's Office and over 300 employees.
8. Coordinate with the salary consultant, insurance consultant, and third party administrators for health, dental, life and workers compensation insurance. Open enrollment administration for benefits on behalf of the Sheriff's Office and over 300 employees.
9. Track and monitor turnover and other key employment factors. Administer pre-employment assessments and exit interview forms as needed. Report findings to the Sheriff.
10. Maintain and monitor position files within the HR/Payroll integrated system, including building all necessary background tables, and entering calculation codes. Ensure changes to positions are in accordance with County ordinances, and that the appropriate committees have reviewed and approved such changes when necessary. Maintain documentation of such position changes.
11. Provide oversight and management direction for Washington County Sheriff's Office payroll as it relates to HR.



WASHINGTON COUNTY
Job Description –Evidence Manager

12. Monitor, direct and provide support for the County's Job Evaluation and Salary Administration Program as it relates to Sheriff's Office employees, including the preparation and submission of documents, including county ordinances for Sheriff's Office personnel changes. Provide website maintenance for the JESAP job descriptions. Maintain files on JESAP rating changes and job descriptions, make sure that changes are made in HR System, Payroll System, and JESAP when position ratings change in regards to the Sheriff's Office.
13. Stay current on changes in ADA, FLSA, FMLA, worker's compensation law, insurance issues (HIPAA, COBRA, etc.) and any other legal changes affecting Washington County Sheriff's Office.
14. Research information pertaining to personnel matters such as wage/hour and EEOC laws and guidelines, complete forms as required by state and federal agencies, dissemination of information to other officers, and general coordination of personnel matters within Washington County Sheriff's Office.
15. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the Sheriff's Office and other agencies.
16. Provide management of employee flu, Tetanus and Hep. B shots for Sheriff's Office employees.
17. Review and disseminate to Sheriff's Office employees all policy updates made to the employee handbook.
18. Stay apprised and review all updates made to the Salary Administration Policies Serve as the HIPAA Compliance Officer for the Sheriff's Office.
19. Implement and maintain necessary HR software, build electronic reporting and query files, and ensure the accuracy of the interface within the HR/ Payroll system. Oversight of Human Resources software currently utilized by the department staff for FMLA, TimeClock, and ID Maker. Recommendation for software improvement and greater efficiency in the handling, processing and storage of employee and departmental data/information. Supervise the implementation process of various programs, and serve as departmental trainer on HR software on behalf of the Sheriff's Office.
20. Design and maintain HR Sheriff's Office website.
21. Conduct regular audits of HR Employee performance measures to ensure accuracy. Monitor work procedures as it relates to HR, and recommend interdepartmental policy as required.
22. Conduct training sessions with the Sheriff, command staff, and supervisors on Federal regulations and guidelines. Supervise the training of all employees on Affirmative Action, Workers Compensation, Family and Medical Leave, Sexual Harassment, Diversity, Customer



WASHINGTON COUNTY
Job Description –Evidence Manager

Service, Ethics, Safety, and County Policy.

23. Monitor financial reports for Premise Health Clinic and UAMS Medical Center, track employee participation and satisfaction, and assist clinic staff in reporting claims and referring services. Advise clinic staff of any issues or concerns.

24. Verify background checks on the offer of pre- employment to ensure qualifications for work.

25. Oversee employee grievance filings and hearings, and ensure that proper procedural measures are adhered to. Manage sexual harassment complaints, and initiate investigation into such reports. Conduct follow up on all complaints, and document measures taken on behalf of the Sheriff's Office.

26. Monitor the Washington County insurance fund, assist with invoice payment from said fund on a weekly basis. Manage incoming reports from the health/dental carrier, and ensure that monies are released in a timely manner. Make recommendations for changes to the insurance plan document, and review appeals for coverage on behalf of the Sheriff's Office. Assist in the approval and documentation of the reasons for any plan exception.

27. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 6 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.



CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Ability to obtain PHR Certification and SPHR Certification or equivalent - required within 5 years.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Human Resources Systems, Payroll Systems, Spreadsheet
Basic: Alphanumeric Data Entry, Contact Management, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Highly intense mental demand. Continual involvement with strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and



WASHINGTON COUNTY

Job Description –Evidence Manager

applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

Oversight. High level of freedom to complete the duties of the position and guided by broad policy with oversight by president, elected official, etc

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to



exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Continuous contacts frequently involving difficult negotiations which require a well-developed sense of strategy and timing. Involves contacts with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to stand, sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; color vision; and ability to adjust focus.

ADDITIONAL INFORMATION

QUALIFICATION REQUIREMENTS:

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



WASHINGTON COUNTY
Job Description –Evidence Manager

EDUCATION and/or EXPERIENCE:

Ability to obtain a Bachelor's Degree in Human Resources or related field with a minimum of 6 years of experience working in Human Resources, and 3 of those years working in a management position. Ability to obtain PHR Certification and SPHR Certification or equivalent - required within 5 years. Good organizational skills and knowledge of computers are also necessary for this position.

OTHER SKILLS and ABILITIES:

The incumbent must have a thorough knowledge of all matters pertaining to effective and efficient handling of the personnel administration function since the position either influences or creates personnel policy for the Sheriff's Office. Human relation skills and problem solving ability are necessary since a large amount of the job is maintaining contact and communicating with County officials, supervisors, and employees to assist and explain personnel policies and procedures. Mishandling of personnel function could cause substantial employee dissatisfaction resulting in absenteeism, turnover, and poor performance. Machine skills include computer, Microsoft Word, Excel, Access, Frontpage, Powerpoint, Crystal Reporting, DOS, HTML, Adobe Acrobat, specialized HRIS and Compensation (JESAP) software, TimeKeeping system, ID Maker system and equipment, digital imager, fax machine, copier and calculator.

SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____