

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **HUMAN RESOURCES, DIRECTOR OF**

Spec No. 1056

### **BASIC FUNCTION**

To plan, organize, coordinate and direct the operations of the Human Resources Department.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plans, organizes, coordinates and directs all operations of the department including the classification, compensation, recruiting, examination, affirmative action, labor relations, payroll and safety programs.
2. Supervises and directs the work of subordinate employees; evaluates the work of subordinates; selects, hires, terminates and disciplines subordinate employees as necessary.
3. Prepares and submits the annual departmental budget; prepares and/or supervises the preparation of departmental program plans, goals and objectives, and funding requests; administers the approved departmental budget.
4. Evaluates departmental operations and initiates changes as necessary; prepares or supervises the preparation of operational policies and procedures.
5. Coordinates departmental operations with other county departments and outside agencies as required; confers with and advises county elected officials on various issues and problems concerning the department.
6. Prepares and/or supervises the preparation of county human resources policies, rules and regulations for the County Executive and adoption by the County Council.
7. Maintains confidentiality of all personnel, payroll, accounting and finance records and reports along with any other records, reports and/or information deemed to be sensitive in nature.

### **STATEMENT OF OTHER JOB DUTIES**

8. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

A Bachelor's degree in business or public administration or other discipline directly related to public personnel administration; PLUS, five (5) years of experience in personnel administration including at least one (1) year of supervisory or managerial experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### **SPECIAL REQUIREMENTS:**

Must sign a confidentiality agreement as a condition of employment.

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### KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of human resources administration including affirmative action, employee selection procedures, position classification, compensation and benefits administration, and labor relations
- current developments and trends in the field of public personnel administration
- the principles and practices of program planning, organization, budgeting and administration
- the principles and practices of effective supervision

Ability to:

- plan, organize and direct the operations of a major county department
- plan, coordinate, supervise and evaluate the work of subordinate employees
- prepare and administer the departmental budget
- analyze departmental operations, initiate changes and to take effective action to correct deficiencies and resolve problems
- work under pressure and to delegate responsibility
- establish and maintain effective working relationships with elected officials, associates, subordinates, employees of other agencies, and with the general public
- communicate effectively, both verbally and in writing
- prepare a variety of correspondence, reports and other written materials
- read, interpret and apply a variety of laws, rules and regulations governing departmental operations including county personnel rules and regulations

### SUPERVISION

The employee reports directly to the County Executive through the Deputy Executive. The employee is responsible for all operations of the department and the work is performed independently in conformance with the County Code and various state and federal laws, rules and regulations governing the work. Work is reviewed through meetings, status reports and results obtained.

### WORKING CONDITIONS

Usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: November 1982 as Personnel, Director of  
Previous Spec No. 211050

Retitled: January 1994; Range Adjustment: February 2001

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Revised May 2009; March 2016

EEO Category: 1 – Officials and Administrators

Pay Grade: 114 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous