



## ABOUT BLACK HAWK COUNTY

The first government of Black Hawk County, Iowa was organized August 17, 1853. It is located in the Northeast part of the state. The county currently occupies 576 square miles and is the 5th most populous county in the state. Black Hawk County estimated population in 2015 was 133,467.

Black Hawk County is the fifth largest county in population in the State of Iowa. The cities of Waterloo and Cedar Falls make up just over 80% of the population with the remainder living in smaller towns, each are under 2,500 in population, and on farms.

The major employers in Black Hawk County include:

- John Deere (Manufacturing)
- Wheaton Franciscan Healthcare (Health Care)
- Tyson Fresh Meats (Food Processing)
- University of Northern Iowa (Education)
- Unity Point Health (Health Care)
- Waterloo Community Schools (Education)
- Hy-Vee Food Stores (Grocery)
- CBE Companies (Financial)
- Bertch Cabinet Manufacturing (Manufacturing)
- Target Regional Distribution (Distribution)
- Omega Cabinetry Ltd (Manufacturing)
- Cedar Falls Community Schools (Education)
- VGM Group (Diversified)
- Black Hawk County (Government)

The County seat is Waterloo, Iowa. Waterloo has a revitalized downtown district featuring award-winning museums, locally owned restaurants, and an impressive riverside amphitheater. Waterloo is also home to Iowa's largest water park, Lost Island. Enjoyment can also be found on the Cedar Valley's nature trails. The Cedar Valley's recreational trail system has been recognized as Iowa's Tourism Attraction of the Year for its over 106 miles of hard-surfaced trails. The system of trails also includes single track trails for mountain biking and water trails for paddling.





**VISION:** Black Hawk County government strives to transform itself with new capabilities for effective service to our citizens and greater-good decision making throughout the organization. We utilize advances in technology and government to assure the best possible service to the public. We work in a culture of collaboration, learning from others' successes, and together, we anticipate and adapt to rapidly changing circumstances and demographics, both globally and locally. With others throughout our county and region, we form a safe, healthy, culturally sensitive, thriving community. Over the next two decades, we will strive to:

- **Build Desirable Communities**
- **Promote Economic Vitality**
- **Achieve Environmental Sustainability**
- **Apply Technology to Serve**
- **Work Together; and**
- **Transform How We Lead**

## **CORE VALUES:**

**We are Effective:** We utilize resources in ways that consistently produce wise and desired results for the common good.

**We are Responsible:** We are a transparent entity that responds to the changing needs and trends that affect our diverse public. We strive to balance our responsibilities to current and future citizens. We encourage economic development in a sustainable and environmentally responsible manner.

**We are Collaborative:** Through effective communication, we practice collaboration internally and externally, vertically and horizontally, with governments and the private sector, as a leader and as a team player.

**We are Efficient:** We maximize the benefits from our limited resources within a rapidly changing culture and global economy to deliver services to the public economically without sacrificing quality.

**We are Innovative:** We foster an environment of continuous quality improvement where as we plan, do, study, and act upon creative open and resourceful changes to how we work.

**We are Adaptable:** We are flexible while remaining both lawful and ethical.



**APPLY ONLINE AT:** <http://www.co.black-hawk.ia.us/316/Job-Openings>



**ABOUT THE DIRECTOR POSITION:** Under the general direction of the County Board of Supervisors, the Human Resource Director is responsible for the overall administration, coordination, and evaluation of human resource functions for Black Hawk County. The Human Resources Director is responsible for the development and administration of policies and programs covering employment, compensation, benefits, performance management, employee and labor relations, safety, and training in a union environment as well as compliance with federal, state and local employment laws. Considerable leeway is granted for the exercise of independent judgment and initiative. Supervises and coordinates the work of Human Resources Department staff.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Advises and consults with the County Board of Supervisors, department heads and elected officials.
  - Administers the County's personnel policies, employee handbook and other related policies.
  - Evaluates the adequacy of current policies and recommends changes to appropriate parties as needed.
  - Works closely with Auditor's Office to ensure accurate administration of policies and contracts.
- Answers questions from elected officials, the media, other department heads, State and Federal agencies, County employees and members of the general public regarding County personnel policies and procedures.
- Ensures that all federal, state and local employment laws and regulations are complied with, including but not limited to discrimination and harassment law, FLSA, FMLA, HIPAA, ADA, EEO, OSHA, DOT-CDL, Civil Service, and workers' compensation.
  - Administers the County's employment program to ensure compliance with Affirmative Action and EEO requirements that includes recruitment, staffing, internal job posting and job-bidding processes, background checks, pre-employment physicals and drug screens, reclassifications and desk audits, job descriptions, performance management, and unemployment insurance claims.
- Investigates employee discrimination or harassment complaints made by county employees and makes recommendations based on the investigation to appropriate department heads and Board of Supervisors; responds to EEOC and ICRC complaints filed by County employees or applicants for employment.
- Administers safety and workers' compensation programs and provides or arranges for orientation of new employees, safety training, and other training as may be needed by employees and/or managers and supervisors.
- Oversees and administers the County's compensation plans and pay-related benefit programs, including the health insurance benefits plan. Provides reports and data upon request, and makes recommendations for plan changes as needed. Works with any contracted outside consultants as needed.
- Negotiates and administers the County's Collective Bargaining Labor Contracts:
  - Participates and represents County in Collective Bargaining Labor Contract negotiation activities.
  - Facilitates labor-management committee meetings.
  - Assists department heads and elected officials in interpreting contract language and responding to employee grievances and conducts grievance meetings when appealed to Human Resources level.
  - Represents County in grievance arbitrations.
  - Works with PERB on personnel issues.
- Conducts salary surveys and research and analyzes complex personnel and labor issues.
- Maintains a comprehensive record keeping system for personnel files, workers' compensation files, employee medical files, discriminations/harassment complaint investigation files, affirmative action files and other related personnel records.
- Identifies workforce training needs and implements training where gaps are identified. Conducts or coordinates training based upon subject matter.
- Prepares and administers department budget.
- Serves on County committees as appointed by the Black Hawk County Board of Supervisors, and performs human resource-related duties as required.
- Supervises and provides direction to the County's human resources staff in the performance of their duties and work priorities; evaluates and develops staff.
- Other duties as assigned.

## EDUCATION & EXPERIENCE

- Bachelor's degree in human resources management, public administration, business administration or related area required.
- At least five (5) years of experience working in a senior-level / management capacity with responsibilities in: recruitment and selection, benefits administration, classification and compensation administration, training and development, employee/labor relations, performance management, workforce development and compliance / risk management (including safety).
- Prior work experience in a union environment required; city or county government experience preferred.

## CERTIFICATIONS / LICENSURES

- PHR or SPHR Certification preferred.
- CLRP Certification preferred.
- A valid Iowa driver's license is required in order to attend off-site meetings or training, which occur frequently. Must be able to meet and maintain Black Hawk County's insurability guidelines as well.

## KNOWLEDGE

- Knowledge of principles, best practices and functions of effective human resource management.
- Extensive knowledge of federal and state employment laws that regulate Human Resources functional areas including: Classification and Compensation Administration, Recruitment and Selection, Benefits Administration, Training and Development, Employee/Labor Relations, Performance Management, Workforce Development and Compliance. (FMLA, FLSA, ADA, HIPAA, EEO, OSHA, DOT-CDL, PPACA, workers compensation, Title VII of the Civil Rights Act, Iowa Civil Rights Act, etc.)
- Knowledge of County government functions, organization and Iowa Code Chapter 20 preferred.

## ABILITIES

- Ability to respond to questions, communicate effectively both orally and in writing in a professional, clear, concise and easily understandable manner.
- Ability to establish and maintain effective working

relationships with all County employees, State and Federal government agency representatives, the media, other department heads, elected officials, union officials and the general public.

- Ability to lead and navigate by directly contributing and supporting initiatives and processes within the county.
- Ability to integrate the county's CORE values (Effective, Responsible, Collaborative, Efficient, Innovative and Adaptable) throughout all county practices and operate consistently within these values. Serves as a role model of ethical behavior by consistently conforming to the highest ethical standards and establishes trust and credibility with employees in order for employees to voice concerns.
- Ability to provide guidance through coaching, project management, problem-solving, creativity and innovation, people management to county stakeholders.
- Ability to understand and apply information to contribute to the county's strategic plan and ensure departmental goals and objectives align with overall strategy.
- Ability to continually evaluate the services and activities of the human resources department and make improvements to maintain efficiency and effectiveness to internal and external stakeholders.
- Ability to value and consider perspectives and backgrounds of all individuals.
- Ability to exhibit a high level of confidentiality concerning personnel information and labor negotiations.
- Ability to identify and resolve problems and employee concerns in a constructive and timely manner. May act as a mediator to facilitate problem-solving in order to improve working relationships.
- Ability to gather and analyze information skillfully.
- Ability to plan and perform research in the field of labor management.
- Ability to make independent sound decisions and develop rules, policies, regulations and programs for all County employees that align with county values.
- Ability to analyze and interpret data and review materials on a variety of complex personnel and labor relations matters.
- Ability to establish and maintain liaisons with Federal, State and other government subdivisions.



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## SKILLS

- Effective communication skills including active listening, speaking and presentation skills are required.
- Proficient with utilizing computers and able to learn related HRIS software applications, enters and retrieves information on a computer, develop computer-generated reports, update records and navigate the web to conduct research. Proficient in Microsoft Office applications including power point.
- Excellent interpersonal and social perceptiveness skills in order to be aware of others' reactions and understanding why people react in certain ways.
- Excellent organizational skills to organize departmental activities and coordinate work of HR team. Must keep accurate and organized system of employment records.

## WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

This position is sedentary involving sitting most of the time and not exposed to adverse environmental conditions. Work is typically performed in an office setting. Walking/Standing is required occasionally. The position requires talking, being able to express or exchange ideas by means of spoken word. The position also requires hearing and receiving detailed information through oral communication. Finger dexterity is required in order to type. The position requires the close visual acuity to prepare and analyze data and figures, view a computer terminal and reading. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential job functions. Requests for accommodations will be evaluated on a case-by-case basis.

## WORK SCHEDULE

The typical work schedule for this position is Monday-Friday 7:30AM-4:30PM. The HR Director must also be available to attend meetings outside of normal business hours as requested.

## SALARY & BENEFITS

- FLSA Exempt Annual Salary Range is \$71,679.70-\$100,056.02 and starting salary is dependent upon individual's qualifications and abilities.
- 11 Paid Holidays
- Iowa Public Employers Retirement System (IPERS)
- Other Optional Benefits Include: Vision, Supplemental Life / Dental and Deferred Compensation Program.

HEALTH INSURANCE	500	750
	Deductible	Deductible
Monthly Single Premium	\$ 95.00	\$56.00
Monthly Family Premium	\$210.00	\$140.00

## INSTRUCTIONS FOR APPLICANTS:

Interested applicants can apply online at:

<http://www.co.black-hawk.ia.us/316/Job-Openings>

Please submit cover letter and resume to Black Hawk County Board of Supervisors, ATTN: Frank Magsamen prior to March 3, 2017.



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