



**JOB VACANCY**  
Bertie County

***HUMAN RESOURCES & RISK MANAGEMENT DIRECTOR***

Bertie County Government is accepting applications for a full-time Human Resources & Risk Management Director. This is a Department Head position within the Bertie County Government entity.

**QUALIFICATIONS:**

Requires high school diploma and any combination of education and experience equivalent to graduation from a four-year accredited college or university with major course work in human resources management, organizational psychology, business or public administration, or related field and/or five (5) years of professional experience in personnel management. A valid driver's license and vehicle for daily use is required. A technology-savvy, detail-oriented, organized individual with excellent interpersonal and communication skills is essential.

**DESCRIPTION OF WORK:**

Performs challenging professional and administrative work directing the county's personnel management and employee relations program; does related work as required. Work is performed under general supervision. May be required to serve on County special event committees as directed by County Management.

**ESSENTIAL DAILY FUNCTIONS (NOT ALL INCLUSIVE):**

Planning, managing and implementing all county-wide personnel functions, overseeing, preparing and maintenance of personnel files and records; coordinating and managing policy development, managing recruitment and selection process, employee performance evaluations, employee training, and employee relations. Plans, directs and coordinates the county's comprehensive personnel management and employee benefits programs. Participates in the development and oversees assigned budget. Formulates and recommends personnel policies and ensures compliance with federal, state, and local requirements. Provides advice and counsel to department managers, supervisors, and employees in the interpretation of human resources laws, rules, regulations, policies, procedures, administration of grievances. Analyzes possible solutions to problems and recommends course of action. Develops, interprets, implements, and enforces

personnel policies and procedures; administers and supervises the activities of the department, employment practices, and training. Assists and advises the County Manager and management officials on personnel related matters; supervises the county-wide recruitment and selection process to ensure compliance with applicable policies and laws. Conducts workplace investigations, advises managers and supervisors regarding the conduct of termination meetings, serves as witness to terminations, and provides support and suggestions for workplace performance improvements. Directs the processing and maintenance of personnel records and files and confidential personnel information; manage identification and assessment of risks impacting departments. Disseminates and maintains up-to-date knowledge of Department of Labor laws including, but not limited to, standards and regulations of Occupational Safety and Health Administration (OSHA), Family Medical Leave Act (FMLA), and Fair Labor Standards Act (FLSA). Organizes and executes annual health clinics; reviews and selects insurance brokers and carriers for competitive quotation purposes; oversees and monitors workers' compensation and general liability claims for county; analyze quarterly loss reports for loss frequency and execute measures to mitigate via safety program. Oversees annual insurance renewal processes; performs related tasks as requested.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the philosophy, principles and practices of public personnel administration such as the accepted methods and practices of classification and pay and benefit administration; comprehensive knowledge of the county governmental activities, policies and procedures; ability to communicate ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with County officials and department heads, associates and the general public; ability to conduct detailed analytical evaluations and studies to prepare related reports and recommendations; ability to maintain the confidentiality of personnel information and files for employees and applicants.

**ANNUAL SALARY RANGE:** \$42,478 to \$65,840

**APPLICATION PROCESS:**

Please submit a County application, cover letter, and resume to any NCWorks Career Center or to the Assistant County Manager, Juan Vaughan, II, PO Box 530, Windsor, NC 27983. All applications must be submitted by 5:00 pm on Tuesday, October 1, 2019.

*Bertie County is an Equal Opportunity Employer/AA.*