



## **HOWARD COUNTY GOVERNMENT** **Job Posting**

Complete an application online at  
[www.howardcountyin.gov](http://www.howardcountyin.gov)

**Howard County Government is an Equal Opportunity Employer**

### **HUMAN RESOURCE DIRECTOR**

Responsible for assisting the Howard County Board of Commissioners, the Howard County Council, and the Howard County Officeholders in the interpretation and administration of employment, salary, and employee benefit programs. Maintains records on all current and past employees as required by statute. Work is performed under the supervision of the Howard County Board of Commissioners.

#### **DUTIES:**

- Hire, supervise, training department employees; planning, assigning, and directing work for the Human Resource Dept. staff.
- Maintain Human Resource Management system.
- Recruit, interview, and recommend the best qualified candidate for vacancies that occur on the staff of the Authority; ensure compliance with EEOC regulations.
- Identifies legal requirements and government reporting regulations affecting HR functions and ensures policies, procedures, and reporting are in compliance.
- Implement employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management, directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; and conducting educational programs on benefit programs by scheduling annual reviews with the benefit company. Trouble shoot/problem solve all issues on insurance; responsible for preparing all requested changes for employees.
- Maintain the work structure to ensure a consistent job classification system; gather, analyze, evaluate, and verify pertinent data and information pertaining to job functions, duties and requirements. Develop job descriptions and provide classification recommendations.
- Maintain all personnel files and information necessary to such files, including health & life insurance; vacation time; sick time; personal time; retirement fund; etc.

- Audit personnel attendance records for propriety of exception time and for conformance with established county government policies and procedures, and state and federal laws.
- Make recommendations to the Board of Commissioner's concerning wage and salary/compensation, reorganization, disciplinary actions, reclassifications, etc.
- Administer and maintain all healthcare, dental, vision and life insurance and COBRA data bases and prepare monthly billings.
- Administer the county Wellness Clinic.
- Administer, Plan and coordinate the county's Incentive Wellness Programs for employees. As well as, coordinate and plan health fairs to promote wellness.
- Interpret and assist in the administration of unemployment compensation matters to assure prompt and accurate replies to requests of state agencies and to protect the county against unjustified charges.
- Develop, assist and/or conduct training programs for Office Holders, Department Heads and county employees.
- Maintain and update County Employee Handbook.
- Prepare various reports and statistical studies as required by the Commissioners, Council, and other agencies.
- Assists in conducting new employee orientation/on-boarding.
- Work closely with the Howard County Auditor and Payroll Deputy

### **SKILLS:**

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

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**RESPONSIBILITY:** Carries out supervisory responsibilities in accordance with Howard County's policies and applicable laws. Responsibilities include assisting Elected Officials and Department Heads with interviewing, hiring, and training department employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. \*\*Directly supervises 1-2 employees in the Human Resource Department. \*\*Subject to change

**EDUCATION AND EXPERIENCE:** Bachelor's degree (B.A./B.S.) from four-year college or university; or equivalent Human Resource experience and office management experience, preferred. SHRM and/or HRCI certification is preferred. Working knowledge of employment practices, organization practices, and job analysis techniques, required.

**PERSONAL WORK RELATIONSHIPS:** Ability to communicate tactfully, both verbally and in writing. Ability to think logically and analyze problems.

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

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to use hands, sit, and talk or hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to lift and or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

**WORK ENVIRONMENT:** Employee performs duties in a standard office environment.

**Submit Application and Resume to:**

Debbie Lorenz  
Human Resource Director  
220 N Main, Room 220  
Kokomo, IN 46901

OR

**Email to**

[debbie.lorenz@howardcountyin.gov](mailto:debbie.lorenz@howardcountyin.gov)