



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

DIRECTOR OF HUMAN RESOURCES

Ector County is in need of a Human Resources Director. The Human Resources Director will be under the general supervision of the Ector County Commissioners Court.

PRIMARY DUTIES: The Director is the head of the Human Resources Department, overseeing all employment- and insurance-related procedures, including: payroll processes; classification and compensation programs; retirement program; unemployment insurance; workers comp insurance; administration of County Health, Dental, Vision, Stop Loss and Life Insurance Programs; as well as general liability, property, public officials' liability, law enforcement, auto; and administration of County Risk Management Program, including the Safety Program for Ector County government. The Director is responsible for developing the budget and monitoring expenditures for Personnel, Payroll and Insurance Departments; oversees analysis and classification of risks as to frequency and potential severity to measure financial impact on County government. Ensures RFPs are prepared and quotes for insurance and employment services are sought on a regular basis to maintain competitive prices. The Director serves as the central point of contact for all public and employee information and education programs. Develops and monitors County personnel policies and manuals; informs officials of laws/acceptable practices; keeps current on laws affecting employees/policies; and investigates or arranges for investigation of harassment or discrimination complaints. Serves as the EEOC Officer for the County, Grievance Officer for Harassment Policy and HIPAA Privacy Officer. Supervises all Human Resources Department staff. Ector County has over 680 employees assigned to over 40 different departments. **Note: See job description for complete details of requirements.**

SPECIAL KNOWLEDGE/SKILLS/ABILITIES: Requires significant experience in personnel policy development, personnel recruiting, classification and compensation, employee training, insurance and risk management; or any combination of experience and training which provides the required knowledge, skills and abilities. Public speaking experience, as well as verbal/written communication skills, are required. Budgetary experience required. Heavy contact with department heads and elected officials on operations in their departments affecting employees on a daily basis. Ability to be diplomatic and avoid violations of labor laws by determining a fair and equitable way to solve a problem. Prefer certification as a Senior Professional in Human Resources (SPHR).

MINIMUM QUALIFICATIONS: Over seven years experience in Personnel/Human Resources Field; (*over 10 years experience in same or similar job may be substituted for college degree), with five years of progressively responsible experience in personnel administration, three of which must have involved supervision. Texas driver's license with insurable driving record is required. Must be able to work under pressure with frequent change of tasks and interruptions. Must be able to work well with others as part of a team.

SALARY: DOE (Depending on Experience) Work hours are 8:00 a.m. – 5:00 p.m., Monday thru Friday, some after-hours meetings may occur occasionally. Ector County offers excellent benefits.

APPLICATION DEADLINE: Until sufficient applications are received.

Please apply by going on-line at <http://www.co.ector.tx.us/page/ector.JobOpenings> for an application. Submit the application on-line to applications@ectorcountytexas.gov, via fax at (432) 498-4097. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or sexual orientation in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

07/11/2024

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