**Class Summary**

The responsibilities of this classification include directing and overseeing comprehensive human resources services and programs for a department (typically with 800 or more employees) through subordinate managers, in coordination with county-wide human resources management.

**Distinguishing Characteristics**

This is the top level within the Human Resources series. The Director of the Human Resources Department (DHR) or designee must review and approve the body of work to be performed before an incumbent can be placed into this classification.

**Examples of Duties**

*Incumbents in this classification may be responsible for performing the duties within the Human Resources Manager I and II and the following:*

1. Serve as the human resources leadership position responsible for strategy of the entire human resources function for the largest and most complex county agencies.
2. Participate in the development and implementation of county-wide policies and labor relations strategies.
3. Influence and initiate innovative improvements that affect the agency and/or county and implement strategic and operational initiatives.
4. Address a variety of complex human resources issues, interacting with a diverse group of individuals.
5. Act as strategic human resources advisor for the agency’s senior leadership team.
6. Perform other duties as assigned.

**Knowledge/Skills**

Ability to act as a trusted human resources consultant and advisor to leaders at all levels for the full scope of human resources in the county

Ability to implement plans and makes decisions that enable the execution of strategic goals

Ability to maintain confidentiality, tact, and diplomacy

Ability to prepare clear and concise reports and deliver formal presentations or training to senior management and other audiences

Advanced skill in facilitation, verbal, and written communication

Advanced skill in critical thinking, problem solving, judgment, negotiating, influencing, and decision making

Advanced skill in operations, supervision/management, and staff development

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Bachelor’s degree and/or any combination of education and progressive human resources leadership experience that clearly demonstrates the ability to perform the job duties of the position

Experience in managing, coaching, and training employees

Experience working in a unionized environment

OR any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification, and Other Requirements**

Valid Washington State Driver License or the ability to travel throughout the county in a timely fashion

Additional minimum qualifications may be established based on business needs and are specified in position announcements as appropriate.

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| **FLSA Designation** | Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 03/2017 - Created |