



JOB DESCRIPTION

Bedford County
Bedford, PA

Job Title: Director of Human Resources

Reports to Bedford County Commissioners

Status: Full-time/40 hours

Classification: Exempt

Pay Scale/Grade/Salary: Approved by salary board

JOB SUMMARY

The Director of Human Resources supports Bedford County by managing all facets of human resources. This includes, but is not limited to employee onboarding, benefit management, employee training, program development, handling employee discipline matters, union negotiations, updating and interpreting county policies and procedures, etc.

ESSENTIAL FUNCTIONS (Illustrative Only)

1. Provides job candidates by screening, interviewing, and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies.
2. Assists with collecting employee data, such as turnover rates.
3. Administers benefits to employees including health insurance, voluntary vision and dental, and life insurance; advising employees of eligibility; providing application information; helping with form completion; verifying submission; notifying employees of approvals.
4. Monitors unemployment claims by reviewing claims; substantiating documentation; requesting legal counsel review.
5. Maintains, develops, and updates job descriptions.
6. Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases, tracking vacation, sick, and compensatory time.
7. Orients new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.
8. Documents human resources actions by completing forms, reports, logs, and records.
9. Updates job knowledge by participating in educational opportunities; reading professional publications.
10. Oversees the County safety and wellness committee efforts to help control costs.
11. Coordinates employee training.
12. Provides employees with updates and information.
13. Updates policies and procedures as needed including the operations and department head handbook.
14. Accomplishes human resources department and organization mission by completing related tasks as needed.
15. Handles workers compensation claims and liability claims.
16. Assists with union negotiations.
17. Other duties as assigned by Board of Commissioners.

COMPETENCY

To perform the job successfully, an individual should demonstrate the following competencies:

1. **Employer Relations** – Manages difficult or emotional customer situations; responds to requests for service and assistance; meets commitments.
2. **Interpersonal Skills** – Focuses on solving conflict; maintains confidentiality; listens to others

- without interrupting; keeps emotions under control; remains open to others' ideas.
3. **Oral Communication** – Speaks clearly and persuasively in positive or negative situations; demonstrates group presentation skills; participates in meetings.
 4. **Written Communication** – Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.
 5. **Teamwork** – Balances team and individual responsibilities; exhibits objectivity and openness to others; views; contributes to building a positive team spirit; puts success of team above own interests.
 6. **Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
 7. **Quality** – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
 8. **Judgement** – Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
 9. **Adaptability** – Manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
 10. **Innovation** – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas.
 11. **Accountability** – Ability to take responsibility for decisions made in the course of a task, job, or project.
 12. **Personal Development** – Displays a high level of energy, persistence, and a positive outlook.
 13. **Planning/Organizing/Priority Setting** – Uses technology, resources, and time efficiently.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Education and/or Experience** – College Degree in Human Resources, or related field, or equivalent experience of 3-5 years with applicable manager or supervisor experience.
2. **Language Skills** – Ability to read, analyze, and interpret HR related documents. Ability to respond to common inquiries or complaints. Ability to write articles for publication that conform to prescribed style and format. Ability to effectively present information to management and public groups.
3. **Computer Skills** – To perform this job successfully, an individual should have knowledge of prior HR software systems; Microsoft Office 365; PDF software; SharePoint sites
4. **Additional Skills** – An individual should also understand current contract, payroll, and benefit laws.
5. **Confidentiality** – Must keep all information confidential.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, hand, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

While performing the duties of this job, the employee is mostly working in an office environment.

SPECIAL NEEDS

Must have a valid driver's license and be able to travel if required to attend meetings and seminars.

This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other-related instructions and to perform any other job-related duties requested by the Board of Commissioners. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the employer.

By signing this I acknowledge that I can perform all the essential functions and duties described in this job description.

Received by: Signed: _____ Date: _____

Print name: _____

Revised July 2024