



Jasper County, Missouri

Employee Services Director

REPORTING RELATIONSHIP

County Commission

WAGE STATUS

Exempt

POSITION SUMMARY

The Director of Employee Services provides strategic leadership and oversight for Human Resources functions in Jasper County Missouri. This senior-level position is responsible for ensuring efficient, compliant, and service-oriented internal operations that support county departments/offices and contribute to the effective delivery of public services. As the County's Human Resources leader, the Director delivers a full range of HR management services to elected officials, department heads, and employees. This includes guiding and administering key personnel functions such as performance management, recruitment and staffing, compensation and classification, benefits administration and counseling, organizational and talent development, records management, labor and employee relations, departmental budgeting, and human resource information systems (HRIS). The Director ensures policy compliance and aligns daily operations with the County's strategic goals and service expectations.

DUTIES AND RESPONSIBILITIES

Human Resources:

- Serve as an advisor to department heads, managers and elected officials on sensitive employment issues, disciplinary action, and terminations to ensure consistent application of policy. Consults legal counsel as necessary.
- Consults with department heads, managers and elected officials about their current and future Human Resource needs.
- Develops, updates and enforces county personnel policies, procedures and practices. Annually reviews and makes recommendations to the County Commission for improvement of the organization's policies, procedures and practices on personnel matters.
- Maintains responsibility for county compliance with federal, state and local legislation pertaining to all personnel matters. Collaborates with county departments and offices to oversee county wage surveys and completes entity wage surveys.
- Establishes and administrates an in-house employee training program that addresses core Human Resource functions, management development, etc.

- Conduct investigations into employee complaints and grievances in a timely and efficient manner.
- Develops and monitors the county performance evaluation system and assists with the performance improvement process for under-performing employees.
- Plans, designs, develops and evaluates Human Resource related initiatives that support county strategic goals. Conducts special studies, prepares reports and makes recommendations to the County Commission.
- Evaluates services, coverage and options available through insurance companies and plan modification of existing benefit programs. Oversees the renewal and/or bidding process for group insurance programs. Meets with broker representatives to address product or service-related issues.
- Maintains accurate employee database and personnel files. Posts and manages all county job openings. Attends job interviews, employee coaching sessions and disciplinary hearings as needed.
- Oversee departmental budget, including planning, preparing and administering.

MINIMUM JOB REQUIREMENTS:

Education / Licensure / Certification:

- Graduation from an accredited four-year college or university, Master's degree preferred
- Possession of a recognized Human Resources certification
- Valid Driver's License

Experience:

- Must have a minimum of seven (7) years of responsible experience performing Human Resources leadership experience
- Experience working with local government is preferred

KNOWLEDGE, SKILLS and ABILITIES:

- Comprehensive knowledge of HR law and regulations
- Proven ability to lead multidisciplinary teams and drive cross-functional improvements
- Strong strategic planning, organizational, analytical, and communication skills
- Commitment to public service, ethical leadership, and transparency
- Exceptional interpersonal and communication skills

CONDITIONS OF EMPLOYMENT

Successful candidate must pass a pre-employment criminal background check.

Candidate must meet the essential job functions of the job description as stated throughout the duration of holding the position with Jasper County.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Environment: Moderate physical activity; may require stooping, bending, walking, and infrequent lifting of light weights over 25 pounds.

Moderate exposure to stress as a result of human behavior.

Physical: While performing the duties of this job, the employee is regularly required to sit and stand; talk and hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms.

Physical Demands of **Employee Services Director**

Sit	1hr	2hrs	3hrs	4hrs	5hrs	6hrs	7hrs	8hrs
Stand	1hr	2hrs	3hrs	4hrs	5hrs	6hrs	7hrs	8hrs
Walk	1hr	2hrs	3hrs	4hrs	5hrs	6hrs	7hrs	8hrs

Movement	None 0%	Occasional 10-30%	Frequently 30-70%	Continuously 70-100%
Bend/Stoop		X		
Squat		X		
Crawl	X			
Climb	X			
Crouch	X			
Kneel		X		
Balance	X			
Push/Pull		X		
Reach Above Shoulder		X		

Weight Carried	None 0%	Occasional 10-30%	Frequently 30-70%	Continuously 70-100%
Up to 10 lbs.		X		
11-24lbs.		X		
25-34lbs.		X		
35-50lbs.	X			
51-74lbs.	X			
75-100lbs.	X			
100lbs+	X			

Weight Lifted	None 0%	Occasional 10-30%	Frequently 30-70%	Continuously 70-100%
Up to 10 lbs.		X		
11-24lbs.		X		
25-34lbs.		X		
35-50lbs.	X			

Hands used for Repetitive Action	None 0%	Occasional 10-30%	Frequently 30-70%	Continuously 70-100%
Simple Grasping			X	
Firm Grasping		X		
Fine Manipulation		X		

Information Processing & Sensory	None 0%	Occasional 10-30%	Frequently 30-70%	Continuously 70-100%
Read, Write and Speak				X
Oriented with Reality				X
Positive attitude				X
Ability to recall				X
Ability to remember				X
Works well with others				X
Works work under stress				X

Work Environment of Employee Services Director

Ability to work under generally safe and comfortable conditions in a normal office environment.

I have read and understand the **Employee Services Director** job description and can perform the essential functions and physical demands with or without reasonable accommodation.

Signature

Date