



POSITION DESCRIPTION

CLASS TITLE: DIRECTOR OF HUMAN RESOURCES	CLASS CODE: HR01
DEPARTMENT: Human Resources	PAY GRADE: 59
REPORTS TO: District Manager	FLSA: Exempt
SUPERVISES: HR Analyst	REVISED: 08/21/2024

PURPOSE AND SCOPE:

Performs under the general direction of the District Manager to direct the Human Resources Department, oversee all HR-related functions of JIPSD, and assist with the development, implementation and championing of JIPSD Organizational Development/Excellence initiatives.

This position is designated as Essential in the event the JIPSD's Emergency Operation Plan is activated.

ESSENTIAL FUNCTIONS:

Operations

Direct the Human Resources (HR) Function of JIPSD, including but not limited to:

- Ensure all state & federal laws are followed as it relates to employee relations.
- Ensure all JIPSD Standard Operating Guidelines (SOGs) are followed and established to create a fair and equitable work environment.
- Oversee the administrative responsibilities of HR and supervise the Human Resources Analyst.
- Recruit and Retain employees through established processes.
- Ensure JIPSD maintains a competitive compensation and benefits program to attract and retain employees.
- Maintain thorough and accurate position descriptions and classification programs.
- Provide overall leadership and guidance to management by overseeing talent acquisition, staffing needs, turnover, attendance, safety, career development, training, and leadership development.
- Function as the JIPSD communication liaison between management and personnel.
- Responsible for ensuring mandatory and required training is completed as it relates to orientation, position training, certification, safety, and development.
- Responsible for researching, establishing, developing, procuring, and executing training for JIPSD.

Personnel

Provide oversight of personnel, including but not limited to:

- Selection, training, supervision, management, recognition, coaching, counseling, retention, discipline & termination of JIPSD employees.
- Approval of all performance evaluations and personnel actions for JIPSD employees in accordance with JIPSD policies and guidelines.
- Ensure Human Resources employees are cross trained to meet operational demands.
- Promote communication channels, teambuilding activities and initiatives to maintain a fair, positive and engaging work environment.

James Island Public Service District is an Equal Opportunity Employer and Provider, An At-Will Employer, and a Drug-Free Workplace. We Participate in E-Verify.

Budget

Develop HR operating budget & asset requisition with the assistance of the Finance Department.

- Submit proposal of fiscal budget to the Administrator for approval.
- Operate within and conform to the approved HR budget for acceptable performance.
- Develop projections of current and future Human Resources Asset/Vehicle needs.
- Actively promote and pursue opportunities to provide Human Resource training services to private and public agencies to generate additional revenues.
- Identify cost/benefits of providing additional services through analysis of return on investments.

Safety & Compliance

Actively participate in the championing of JIPSD's Safety Programs and Emergency Operations Plans, including but not limited to:

- Initiate, as needed, the activation and execution of established EOP processes & guidelines.
- Ensure training, adherence, application, implementation, and execution of all JIPSD Safety
- Policies in HR and support all JIPSD managers employees when applicable.
- Execute and oversee the management of all Workers' Compensation claims.
- Maintain knowledge of JIPSD operating policies, personnel policies, emergency, safety policies,
- OSHA, and other applicable legal regulations necessary to direct the operations of HR & JIPSD.
- Serves as a role model for staff and to the JIPSD community exhibiting integrity and safety.

Strategic Planning

Actively participate in development and championing of JIPSD's Strategic Planning, including but not limited to:

- Contribute toward the achievement of established goals and objectives.
- Responsible for implementing strategic plans within the HR Department.
- Ensure HR employees have a clear understanding of how they support and contribute to the strategic objectives of JIPSD.
- Serve as a role model of all core values, vision and mission of JIPSD.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to abide by and champion JIPSD's Code of Conduct & Behavioral Standards.
- Ability to effectively participate with JIPSD Leadership Team and to act in the best interests of JIPSD.
- Ability to effectively manage multiple responsibilities and priorities at the same time.
- Ability to effectively motivate, plan, delegate, coordinate, manage, and direct the work of others.
- Ability to use good judgment and make sound decisions.
- Ability to communicate effectively, both orally and in writing.
- Working knowledge and expertise in all areas of Human Resources and related compliance.
- Working knowledge of employment-related laws, rules & regulations and practices.
- Ability to lead by fostering collaboration, promoting co-operative goals and building trust

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in human resources, Business Administration, or related field plus seven (7) years of progressively responsible leadership experience in Human Resources.
- PHR/SPHR certification preferred, but not required.
- Must have a valid SC Driver's license.

James Island Public Service District is an Equal Opportunity Employer and Provider, An At-Will Employer, and a Drug-Free Workplace. We Participate in E-Verify.

NOTES:

The listing of the essential functions in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities, and it does not give exclusive title to every function described. Job performance must conform to all JIPSD policies/procedures and applicable SOGs. All employees entering this position title on or after the revised date above will be required to possess the position requirements as specified in this document. This is not a contract of employment and should not be relied upon as such.

REVIEW, SIGN AND DATE

I have received and read a copy of the above position description and agree that I am able to perform the essential functions of the job with/without accommodation.

Employee Signature: _____ Dated: _____

Print Employee Name: _____

Management Signature: _____ Dated: _____

Management Name: _____

MANAGEMENT REVIEW/APPROVAL SIGNATURES:

_____ Human Resources Review	_____ Date
_____ District Manager's Approval	_____ Date

James Island Public Service District is an Equal Opportunity Employer and Provider, An At-Will Employer, and a Drug-Free Workplace. We Participate in E-Verify.