

# Human Resources Director

**Division:** Administration  
**Immediate Supervisor:** Public Health Administrator  
**Bloodborne Pathogen Risk Classification:** 3  
**Fair Labor Standards Act (Exempt Status):** E  
**Salary Schedule Pay Grade:** 11

**Created: January 19, 2015**

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As with any public sector employment, job descriptions, performance standards, and duties assigned are subject to change dependant on funding allocation and community expectations.

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## **Summary of Duties:**

1. Exercise responsibility for personnel, fiscal, and other management controls; prepares and reviews records and reports of an operational, professional and, occasionally, a research nature.
2. Administer, coordinate and leads Department's Human Resource program and maintain legal compliance by ensuring organizational conformation with applicable HR related regulations, procedures and policies.
3. Is responsible for the recruitment and ongoing development of workforce and conducting interviews.
4. Assists and advises executive management team about Human Resource matters.
5. Maintains advocacy for both company and employees by being a strategic partner for Administration, an employee sponsor and advocate and a change mentor.
5. Act as liaison between Department and Knox County Payroll Coordinator as related to payroll, personnel and human resources.
6. Credential and provide orientation and training of staff both in the Health Department and Community Health Center.
7. Maintain and keep compliant with professional liability insurance for facility and clinicians of the Community Health Center.
8. Serve as an Executive Assistant to the Public Health Administrator.
9. Directly supervises and is responsible for coordination of assigned staff.
10. Maintain payroll records and time sheets for Health Department.
11. Attend and prepare reports for Board of Health and Governance Board meetings.

12. Performs other duties as required and/or assigned.

**Minimum Qualifications:**

Associate degree; or high school diploma with four years of full-time human resources field preferably in a health related field.

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**Essential/Non-Essential Functions:**

Ability to develop HR programs and policies.

Strong leadership skills.

Solid problem-solving and business skills.

Able to manage multitasks in a face paced environment.

Ability to mentor and supervise staff.

Willingness to work additional hours in order to meet tight deadlines.

Perform varied human resource tasks in an assistive capacity to ensure the efficient administration of a local health department. Areas of responsibilities include, but are not limited to; Human Resources and office administration.

Research a variety of information and distill it for executive usage.

Apply a variety of administrative skills to recurring and unique situations.

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**Physical/Mental Attributes:**

Must be able to stand and manipulate office machines. Must be able to write and operate a keyboard. Must be able to lift and carry administrative equipment and supplies not to exceed twenty-five (25) pounds. Must be able to drive a vehicle.

Must be efficient and able to organize and prioritize multiple tasks. Work well independently and as a team member. Handle assigned tasks with minimal supervision.

Must demonstrate ability to develop professional relationships with vendors and co-workers.

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**Performance Standards:**

Performance will be measured in accordance with Knox County Health Department approved evaluation tool and established work performance standards.

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Administrator Signature

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Employee Signature