

Human Resources Director

Position Summary

This is a highly responsible administrative position providing overall direction, coordination, and administration of Saunders County's human resources functions and personnel system, advising county leadership and supporting legally compliant employment practices. The Human Resources Director works with and serves as a resource to both elected and appointed officials, department heads, supervisors, and employees across all County offices and departments. This role involves performing a variety of administrative responsibilities for county operations, including developing, recommending, and maintaining improved methods, processes, and procedures for human resources administration. The position acts as a central point of contact for Human Resources oversight, guidance and support, and is expected to maintain professionalism, confidentiality, and a service-oriented approach in all interactions.

This position is classified as nonexempt under the Fair Labor Standards Act. In other words, the Human Resources Director is paid on an hourly basis and eligible for overtime compensation for all hours worked in excess of 40 hours per workweek.

Essential Duties and Responsibilities

- Administer and oversee the County personnel system.
- Assist elected and appointed officials and department heads with processing personnel actions in accordance with County policies and applicable law.
- Monitor and support the employee evaluation system, including tracking schedules and promoting consistent application of evaluation procedures across departments.
- Maintain and update job descriptions, classification and wage procedures, and related documentation, and coordinate recommended updates with appropriate County leadership, committees, and/or the Board of Supervisors as applicable.
- Support and advise County leadership, elected and appointed officials, and department heads on personnel matters, including disciplinary actions, terminations, reasonable accommodations, leave administration, policy interpretation, legal compliance issues, and HR-related operational issues.
- Identify HR-related compliance risks and recommend corrective actions to the County Board.
- Develop and maintain County HR policies, employee handbook, resolutions, forms, and procedures by identifying policy gaps, researching best practices and legal requirements, and recommending updates to County leadership.
- Monitor legal developments and coordinate with County legal counsel to assess operational impact, ensure compliance, and formulate risk management strategies.
- Apply policies for County departments and provide guidance on policy application.
- Provide recruitment and staffing support to elected and appointed officials and department heads, including preparing and posting job announcements, receiving

- and processing applications, coordinating and/or participating in interviews, and supporting selection and offer processes consistent with County procedures.
- Coordinate and/or provide onboarding and general orientation for new employees, including completion of required paperwork, policy acknowledgments, and initial training coordination.
 - Support employee separations as needed, including coordinating required documentation, processing terminations in accordance with County policy and applicable law, and conducting or coordinating exit interviews.
 - Maintain personnel files and HR records and administer records-retention practices in accordance with legal requirements and County policy.
 - Coordinate, implement, and/or facilitate employee training on topics such as anti-fraud awareness, safety, security, confidentiality, anti-harassment, and other training required or approved by the County.
 - Assist with HR-related audits, reporting, documentation, and process improvements to support lawful, transparent, and accountable public-sector employment practices.
 - Perform other duties as assigned by County leadership.

Reporting Structure and Working Relationships

- Works under the general direction of the County Board of Supervisors but must be able to collaborate with all elected and appointed officials who have independent personnel authority.
- Directs, coordinates, and provides functional oversight for HR-related processes and support activities throughout the County.
- Provides guidance, support, and training to supervisors and designated staff on HR policies, procedures, and best practices.
- Works closely with both elected and appointed officials and their departments, as well as supervisors and employees throughout the County, to support consistent HR administration, communications, and service delivery.

Minimum Qualifications & Skills

- Knowledge of human resources management principles, practices, and procedures, including compensation, benefits administration, employee relations, performance management, and HR policy development and implementation in a public-sector environment. A combination of education and experience demonstrating the ability to quickly acquire and apply HR knowledge to HR matters is also acceptable.
- Strong organizational and time management skills.
- Ability to prioritize, meet deadlines, and manage multiple projects.
- Proficiency with Microsoft Office applications, including Word, Excel, and Outlook.
- Ability to learn HR/payroll/personnel systems and related software used by the County.
- Excellent written and verbal communication skills.
- Ability to communicate professionally with employees, supervisors, and both elected and appointed officials.

- Ability to maintain confidentiality, exercise discretion, and handle sensitive personnel matters with professionalism.
- Strong attention to detail and ability to follow established procedures while recommending improvements when appropriate.

Preferred Qualifications

- Prior experience in a professional HR management or HR leadership role with responsibility for policy development, employee relations, legal compliance, and providing strategic HR guidance to organizational leadership (county or public-sector experience strongly preferred).
- A degree, coursework, or training in human resources, public administration, business administration, or a related field.

Physical Requirements / Work Environment

The Human Resources Director's work is primarily performed in an office environment within County facilities. Duties require routine use of standard office equipment, telephones, and computers. Occasional attendance at meetings and occasional lifting or moving of files or office materials (10-25 pounds) may be required. The Human Resources Director may need to travel to various locations throughout the County from time to time.

At-Will Employment; Disclaimer; Equal Opportunity

This job description is intended to describe the general nature and level of work performed by an employee in this position and is not an exhaustive list of all duties, responsibilities, and qualifications. This document is not a contract of employment, express or implied, and does not create any contractual rights or obligations. Duties, responsibilities, qualifications, and working conditions may be revised, modified, or added at any time at the sole discretion of the County to meet organizational needs.

Employment with Saunders County is at-will to the extent permitted by Nebraska law and applicable County policies, meaning either the employee or the County may end the employment relationship at any time, with or without cause or notice, subject to law and policy.

Saunders County is an equal opportunity employer and does not unlawfully discriminate in employment decisions.