



HALL COUNTY

G E O R G I A

*We have it **all** in Hall*

Currently accepting
applications for a Human
Resources Director



www.hallcounty.org

The Community

If there is such a thing as the perfect place to make a living and raise a family, Gainesville-Hall County ranks high on the list. Bordered by Lake Sidney Lanier and the foothills of the Blue Ridge Mountains, the sheer beauty of the landscape inspires families to grow and thrive while the flourishing economic environment attracts shopping, medical, financial and educational institutions that are second to none, an ideal balance. Hall County is the epicenter of an aggressive economic environment in Northeast Georgia. Growth in both population, now estimated at 200,000, and economic bases has been steady and diversified for the last 20 years. The labor market is thriving with regional labor market numbers estimated to be 775,000 from Hall and surrounding counties.



Gainesville, the county seat, is a bustling city of more than 41,464 people. Located 50 miles northeast of Atlanta and 35 miles northwest of Athens, Gainesville is the trade, medical, educational, industrial, retail, cultural and recreational center of Northeast Georgia. Eight other municipalities are located in Hall County: Oakwood, Flowery Branch, Buford, Braselton, Clermont, Gillsville, Rest Haven, and Lula. State-of-the-art facilities coupled with skilled physicians, nurses and support personnel have made Gainesville the undeniable hub of Northeast Georgia healthcare with a total of 713 beds and medical staffs of more than 700 representing more than 50 specialties.



School System

From kindergarten to college, Gainesville-Hall County offers students educational opportunities of the highest caliber. In addition to two public school systems, there are several private schools, a public university, private university and technical college. There are also eight major universities located within an hour's drive of Gainesville-Hall County.



County Government

Hall County operates as a Commission/Administrator form of government governed by a five-member elected Board of Commissioners. The County has a history of being a stable local government and being supportive of professional management. The Board appoints a County Administrator who is responsible for the day-to-day operations of the County government including appointment of all Department Directors not appointed directly by the elected officials. The Human Resources Director is appointed by the County Administrator and serves as a key member of the County Administrator's management team. Hall County has 1520 full-time and approximately 320 part-time employees. The Human Resources Department currently has a staffing level of ten employees including the Director.

About the Position

The Human Resource Director is responsible for directing the County's Human Resources functions including, but not limited to the following major duties and responsibilities:



Coordinates and controls operations and activities of the Human Resources Department including giving work directions, guidelines, and technical assistance to subordinates.

Recommends personnel policy and interprets policy in unusual circumstances; audits transactions for compliance with policy; remains updated on all laws and regulations pertaining to personnel administration.

Plans and develops annual departmental budget; submits for approval; monitors and controls expenditures.

Interviews and makes hiring recommendations; plans and assigns work; reviews and evaluates the performance of eight to twelve professional and clerical subordinates.

Coordinates, controls, and expedites transactions between various County/City departments and the Personnel Boards while acting as liaison between the governments and the Personnel Boards.

Receives, reviews, and approves recommended promotional appointments; recommends candidates for departmental head positions to the County Administrator.

Reviews and approves disciplinary actions; hears and decides all grievances and appeals from unclassified employee appeals; prepares appeals of classified employees appealable to the Personnel Boards.

Maintains close working relationship with Department Heads and Personnel Board staff relative to staffing needs, development of new and revised job descriptions, specifications, job announcements, and securing qualified candidates for vacant positions.

Directs or participates in classification and salary studies involving position audits, allocation of positions to classes, writing classification specifications, conducting salary surveys and preparing charts of organization and reports reflecting classification and salary recommendations.

Administers the employee work performance rating programs in accordance with established policies and procedures.

Reviews, analyzes, and interprets EEOC cases; conducts investigations, obtains evidence, develops statement of position on each case and discusses with County Attorney and Personnel Board.

Represents the County at meetings, hearings, and legal proceedings involving personnel issues.



Opportunities & Challenges

Hall County is a rapidly growing community that is responding to demand for additional services. The new Human Resources Director will be expected to provide leadership to the following:

- Developing strategies for maintaining a competitive employee benefit package that ensures: benefits are competitive in order to recruit and retain top talent, while being financially sustainable for the future with a special focus on health insurance; on-site health clinic operations are cost effective; retirement benefits recognize the uniqueness of various departments; and compliance with State and Federal workforce requirements with special attention to such areas as FLSA as it applies to public safety departments.
- Developing and emphasizing trust and credibility of Hall County's HR Department by creating a culture of service to employees which demonstrates responsiveness to employee needs, sensitivity/uniformity when applying approved policies to a diverse group of service departments and communicates in an open and transparent manner.
- Proactively engaging leadership from other departments, headed by appointed and elected officials, when new workforce policies are being considered and developed.
- Researching and recommending best practices related to the development and implementation of a merit pay system that will be appropriate and sustainable for Hall County.
- Acting as a change agent that embraces new ideas and promotes HR best practices which focus on creative solutions to employee issues, options for delivery of benefits, and manages cost to ensure future sustainability.
- A comprehensive compensation study is in the early stages of development and will require immediate attention and collaboration with the consultant performing the work. Director will be expected to evaluate and help complete the study by ensuring all job descriptions are reviewed; knowledge, skills and abilities are clearly identified for the various job classifications; County leadership and employees are properly informed throughout the process; and provide leadership to implementation of the study.
- Evaluating skillsets of current HR Department staff and making recommendations to the County Administrator for best use of those skills and possible reorganization of the Department.
- Developing and promoting high-level, quality professional development opportunities for department directors and other upper level management positions to encourage development of new skills and demonstrates that Hall County values its current staff.



About the Ideal Candidate

Hall County seeks a professional and ethical Human Resources Director who is a dedicated team player and has a proven Human Resources record of success in leadership and management of human resources functions within a public/governmental agency or private sector organizations. The successful candidate should be an experienced, self-confident person who can immediately provide quality HR services to a variety of service departments in a timely manner and is able to address workforce problems with diplomacy and tact. This person must also be sensitive and knowledgeable of the unique role Constitutional Officers have in managing their personnel under the Georgia Constitution. The ability to identify and implement new and innovative approaches to delivery of HR services is an important qualification expected of the new Director. Specific experience is expected in compensation/benefits administration, employee relations, risk management, and the ability to offer responsive HR support services to a team-oriented, employee-friendly organization. The ideal candidate will be detail oriented and have well-developed problem-solving abilities and have the ability to speak directly and objectively about important issues without being adversarial.

The “ideal” Human Resources Director will be an excellent communicator who has a collaborative, approachable, and informative management style with the ability to tactfully, empathetically and fairly address HR needs and issues with Hall County department heads and employees. Candidates must have the ability to develop and implement strategies for the organization and experience with change management and organizational effectiveness. Candidates should possess highly developed interpersonal and active listening skills, as well as the ability to build the trust with the County Administrator, Elected Officials, Constitutional Officers, County employees and the general public.



Candidate Qualifications

- Bachelor's Degree in human resources management, organizational development, public administration, business administration or related degree from an accredited university is required. A master's degree is highly preferred.
- A minimum of five years of progressively responsible human resources experience, or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills and abilities for this job is required.
- Local government (city, county, state) human resources experience is highly desired.
- SHRM and/or HRCI certification is highly desired and will be noted during the vetting process as an indication of commitment to continued professional development.
- Five years supervisory experience is required.

Compensation & Benefits

Starting salary for this position DOQ (depending on qualifications) and is expected to be in the range of \$123,000—\$135,000 with a very comprehensive benefits package including:

- Health, dental and vision insurance
- Family Health Center
- Comprehensive Wellness Program
- Flexible Spending and Health Savings Accounts
- Short-term, Long-term Disability and Life Insurance
- 457 Deferred Comp and 401(a) plans with County matching 401(a)
- Paid time off (personal time, vacation and holidays)
- Relocation assistance negotiable



How to Apply

Interested candidates must submit by email a cover letter, resume, five (5) job related references, and salary history not later than **April 21, 2020** to: Lisa Ward, Senior Vice President, The Mercer Group, Inc., at lisaward912@gmail.com

Please direct any questions to Lisa Ward at 706-983-9326.
Interviews are expected to be conducted the middle of May 2020.

Alan Reddish, Senior Vice President
The Mercer Group, Inc.
Cell: 706-614-4961



The Mercer Group, Inc.

Consultants to Management