

## **Rio Grande County Job Description**

**Job Title:** Deputy County Administrator / Human Resources  
**Department:** Administration  
**Reports To:** County Administrator  
**FLSA Status:** Exempt  
**Salary/Wage:** \$57,406.90 - \$59,715.65 annual salary  
**Classification:** Grade 16, step 1 - 3 DOE  
**Approved By:** Board of County Commissioners  
**Approved Date:** March 30, 2023

### **SUMMARY**

The Deputy County Administrator assists the County Administrator with the day-to-day operations of Rio Grande County government as needed and as directed by the County Administrator. The incumbent provides Human Resource support to all County departments and offices. This includes support for employee relations, learning and development, performance management, recruitment, and personnel actions. The Deputy promotes a positive workforce culture through employee recognition, team building, and the application of other best practices for employee retention. This position is selected by and reports directly to the County Administrator.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist the County Administrator with staff support and research for the Board of County Commissioners (BOCC) such as researching subjects or specific areas of concern; assist the County Administrator in the development and presentation of recommended policies and procedures for the BOCC's consideration.
- Attend and participate in BOCC meetings and any other meetings the County Administrator may designate.
- Assist the County Administrator in drafting resolutions as needed; assist in the preparation of the agenda for commissioner meetings; when directed, provide compact, organized and relevant information to assist the Commissioners' decision-making process.
- Assist the County Administrator in the conduct of regular staff meetings to monitor progress, accomplishments, budget strategies, and plans for the County.
- Assist the County Administrator in monitoring legislation pending in the Colorado Legislature.
- Assist the County Administrator in the development and management of a long-range plan for County projects and programs.
- Oversee and ensure the County's adherence to all Human Resource-related statutory requirements and in consultation with County Attorney as needed, provide guidance and

direction to elected officials, department heads, and other management staff on a broad spectrum of human resource matters.

- Assist department heads to update job descriptions; establish relevant criteria for filling and advertising vacant positions; prepare position notices for advertising in local newspapers and other job posting websites; post job descriptions and applications on County website.
- Schedule drug testing and background checks for pre-employment validation and random testing.
- Plan and conduct new employee orientation to foster awareness of County benefits, policies, and expectations.
- Conduct exit interviews to determine reasons behind separations; provide feedback to Department Heads and County Administrator as to comments, suggestions, and views made by the exiting staff.
- Notify Department Heads monthly of personnel due for annual evaluations.
- Identify legal requirements and government reporting regulations affecting human resource functions and ensure policies, procedures, and reporting are in compliance with Federal and State guidelines; report any deviations to the County Attorney and County Administrator.
- Maintain all employee files securely, and in accordance with current government rules, regulations, and policies; respond to all employment verification requests.
- Coordinate training in topics such as interviewing, hiring, terminations, promotions, performance review, safety, harassment, and anti-discrimination guidelines.
- Advise management in appropriate resolution of employee relation issues; serve as supervisor-employee mediator as requested.
- Recommend updates to the County's Employee Manual for BOCC approval.
- Administer and communicates benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and assist employees in the completion of forms of stated programs.
- Coordinate, or assist with, special events including the annual benefits fair; schedule vendors and meeting rooms as needed; organize employee recognition such as Service Awards and Appreciation Luncheon.
- Work as a team member within the Administration Department to assist with, and participate in, cross-training; serves as backup for payroll processing in the absence of finance staff.
- Assist in answering phones, greeting visitors, and general office duties within the Administration Department.
- Attend and participate in professional groups, committees, and seminars, as budget allows; stay abreast of new trends and developments in the field of human resources and management.
- Facilitate the submission of Worker's Compensation claims and the usage of family and medical leave in accordance with the Family and Medical Leave Act (FMLA); respond to Unemployment claims.
- Analyze current trends in compensation and benefits, presenting information to the County Administrator and BOCC.

- Notify the County Administrator and County Attorney of any known possible lawsuits or legal issues that could affect the county.
- Maintain employee and workplace privacy.
- Perform other duties as prescribed by the County Administrator.

#### **SUPERVISORY RESPONSIBILITIES - None**

#### **QUALIFICATIONS / KNOWLEDGE, SKILLS, AND ABILITIES**

- Bachelor's degree in human resources management or equivalent, plus three (3) years of related work experience; OR any equivalent combination of training, education, and experience that provides the required knowledge, skills, and abilities.
- PHR or SHRM-CP certification preferred.
- Thorough knowledge of modern principles and practices of human resources.
- Excellent communication skills including verbal, written, and presentation.
- Thorough knowledge of federal, state, and local laws and/or regulations governing human resources practices; public sector experience preferred.
- Ability to give clear, consistent guidance to County boards, departments, and offices.
- Ability to exhibit a high level of confidentiality concerning personnel and protected information.
- Ability to establish and maintain effective working relationships with all County employees, State and Federal agency representatives, County organization representatives, the media, department heads, elected officials and the public.
- Ability to serve as role model of ethical behavior by consistently conforming to the highest ethical standards and establish trust and credibility with all employees.
- Ability to work independently without close supervision and work in a collaborative manner to accomplish the mission of the organization.
- Strong organization and time management skills.
- Proficient with Microsoft Office Suite.
- Pass a pre-employment drug screen, including testing for marijuana, and criminal background check.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Works in a standard office environment but may require travel for trainings and/or meetings.

## EQUAL OPPORTUNITY

Rio Grande County is an Equal Opportunity Employer. All persons receiving compensation from Rio Grande County through payroll are considered employees of Rio Grande County and are expected to adhere to Rio Grande County Employment Policies.

## THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

Nothing in this job description restricts Rio Grande County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate. This does not constitute a contract, written or implied, between the County and any County employee. No employee should consider these guidelines as a contract. Rio Grande County does not guarantee any specific term or length of employment. **All employees of the County are "at will employees".**

I, \_\_\_\_\_ have read the above job description for Rio Grande County \_\_\_\_\_ Department. To the best of my knowledge, I am able to perform all duties of the job as described.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rio Grande County Administrator / Elected Official

\_\_\_\_\_  
Date

***Note: A job description will need to be signed by the applicant selected for the position.  
Pre-employment Drug Testing and background check required.***