

Staff Report

Subject: Approval and publication of new job titles and job descriptions

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Department: Human Resources and Risk Management

Meeting Date: September 17, 2024

Item Description: Job Descriptions

Summary Recommendation: The Human Resources Department recommends that the Board of Commissioners approve the proposed job titles and job descriptions to better align County staffing needs with its operational and strategic goals. These positions are critical in strengthening leadership, improving departmental efficiencies, and ensuring compliance with relevant regulations.

Executive Summary/Background: The new job descriptions were developed in response to evolving operational requirements across multiple departments within the County. Each role has been carefully evaluated to ensure alignment with the County's strategic goals and its mission of providing high-quality public service. The creation of these positions will facilitate improved operational management, inter-departmental coordination, and enhanced oversight of critical functions such as Human Resources, payroll, communications, and fleet management.

New Positions:

1. Human Resources Supervisor

- Responsible for managing HR Generalists, overseeing recruitment, employee relations, benefits administration, and ensuring compliance with legal standards and HR policies.

2. HRIS/Payroll Manager

- Oversees the County's HRIS system and payroll functions, ensuring timely payroll processing, data integrity, and compliance with labor regulations.

3. Communications Manager

- Manages the County's internal and external communications, media relations, social media, and crisis communication, ensuring consistent messaging and public information dissemination.

4. Fleet Manager

- Manages the County's fleet maintenance operations, ensuring vehicle availability and proper servicing while coordinating replacement schedules and record-keeping.

Alternatives for Commission to Consider

1. **Approve all proposed job titles and descriptions** to align with current staffing needs and support operational improvements.
2. **Modify the job descriptions** based on the Board's feedback, adjusting roles or responsibilities to suit current or future needs better.
3. **Deny the request**, limiting the County's ability to manage these critical functions effectively and potentially resulting in inefficiencies or compliance risks.

Recommended Alternative: Alternative 1

It is recommended that the Board approve the proposed job titles and job descriptions as submitted, allowing the County to fill these roles to improve departmental oversight, operational efficiency, and compliance with regulatory requirements.

Department Review: Human Resources, Finance

Funding Source: The funding for these positions will be incorporated into the County's existing personnel budget. No additional allocations are required currently.

Attachments:

1. Human Resources Supervisor Job Description
2. HRIS/Payroll Manager Job Description
3. Communications Manager Job Description
4. Fleet Manager Job Description