Deputy Human Resources Director
Wake County

Centrally located in the Triangle area of North Carolina’s Piedmont region and home to Raleigh, the state’s capital city, Wake County is one of the fastest growing areas in the nation and the second-most populous county in the state, with approximately 1.1 million residents.

While typically recognized for its stability, prosperity and growth, Wake County also boasts unique neighborhoods and communities steeped in history and tradition, as well as a blend of diverse people from around the world. A unique mix of urban centers and rural small towns, the region is home to all the amenities of big-city life without the high cost of living.

The Wake County Public School System is the largest district in North Carolina and the 16th largest in the country, with 171 schools serving more than 160,000 students. More than 15 institutes of higher education are located in the Triangle region, including internationally renowned Duke University and the University of North Carolina at Chapel Hill. North Carolina State University, located in west Raleigh, is one of the nation’s premier research institutions and a national leader in engineering, architecture, biotechnology and veterinary medicine.

Wake County’s central location makes it easy for residents to enjoy the mild weather and natural beauty for which North Carolina is known. A four-hour drive west offers the spectacular Blue Ridge and Great Smoky Mountains, while the state’s pristine beaches, including the famed Outer Banks, are just three hours east. For those traveling a bit further, Wake County is conveniently served by interstates 40 and 85, and provides easy access to Raleigh-Durham International Airport, which offers more than 400 departures each day.

With opportunities for recreation, culture, athletics and leisure around every corner, Wake County offers something for everyone. The county is home to the North Carolina Symphony, the North Carolina Museums of Art, History, and Natural Sciences, Marbles Children’s Museum and its IMAX® Theaters, music associations, and performing arts theaters. Wake County is also home to professional and amateur sports teams, including the Carolina Hurricanes (NHL), North Carolina FC (NASL) and Carolina Mudcats, as well as Atlantic Coast Conference college athletics. Recreation enthusiasts will find plenty of options, including hundreds of parks and nature terrains, greenways and fitness trails, numerous lakes and rivers, and award-winning golf courses.

The Opportunity

Wake County, North Carolina offers an outstanding opportunity for experienced human resources professional who will enjoy a professional challenge and an unbeatable quality of life.

The next Deputy HR Director will enjoy a quality of life defined by natural beauty, a pleasant climate and a vibrant mix of cultural and recreational amenities. Offering a diverse culture, abundant natural resources and strong economy, Wake County is known nationally as a great place to live, work and play and has consistently received accolades from publications such as Money, Fortune and Time magazines.

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The Organization

Wake County is governed by a seven-member Board of Commissioners, which is responsible for enacting policies such as adopting the annual budget, setting the property tax rate and land use and zoning regulation. The Commission also determines the County’s strategic goals and objectives. The Commission appoints the County Manager, who is responsible for the day-to-day operation of all County departments and agencies. The County’s FY19 operating budget is $1.3 billion.

Wake County’s 4,000 employees enjoy competitive salaries, comprehensive benefits, generous paid leave, investment in professional development, and a balance of work and family life. We offer a diverse selection of benefits to choose from, allowing employees to customize their benefits package to meet their family’s unique needs. Our comprehensive benefits package and wellness programs are the rewards that go beyond the paycheck, and include:

- Two on-site Employee Health Centers
- Choice of medical, dental and vision plans
- Participation in the Local Government Employees Retirement System (LGERS)
- 5% Employer Contribution to NC 401k
- Life Insurance
- Voluntary Benefits such as accident, critical illness and hospital indemnity insurance
- Telemedicine
- Employee Assistance Program offering social, emotional, financial and legal support

The County also offers a generous paid leave program that includes sick, annual, community service, parental, military and bereavement leave.

These benefits, along with our **award-winning wellness programs**, set us apart as an employer of choice and affirm our commitment to supporting employees and their families, both inside and outside of work. Learn more about Wake County Government’s benefit options at [wakegov.com/employment/benefits](http://wakegov.com/employment/benefits).

The Human Resources Department

Through strategic partnership with County leadership, the Human Resources Department provides collaborative, innovative human resource programs and services that are customer-driven and results-oriented. With 33 full-time employees and an annual operating and benefits budget of $52 million, the Human Resources Department manages a variety of services, including:

- Benefits administration;
- Employee wellness;
- Recruitment, Classification and Compensation;
- Employee Relations and Staff Development;
- Payroll; and
- HR Systems.

The National Association of Counties (NACo) has consistently recognized Wake County’s Human Resources Department for excellence in employee wellness, technology and talent acquisition. By continually seeking and implementing innovative approaches that are widely recognized as industry models, Wake County’s HR department positioned the County for national recognition as the Healthiest Employer of the Triangle and No. 2 Healthiest Workplace in America for 2018.

Visit us at [wakegov.com/employment](http://wakegov.com/employment) to learn more.
The Position

The Deputy HR Director plans, directs and manages multiple divisions within the Human Resources Department. The position oversees the Benefits & Wellness, HR Systems, Payroll, Employee Relations, Administrative Support, Training, and the Recruitment, Classification & Compensation teams while providing direction and leadership to supervisors and program managers who direct various sections in day-to-day operations. The ideal candidate will be able to focus on leveraging technology to improve operational and transactional services and be a strategic partner with the HR Director. The Deputy HR Director serves as a key management and leadership role while providing recommendations to improve Human Resources administration, procedures, policies and programs.

The Deputy HR Director serves as the backup HR Director and assists the HR Director in strategic departmental operations planning. The Deputy is also responsible for providing leadership and oversight for the $52 million budget. The Deputy exercises considerable initiative with wide latitude for independent judgment. The position is highly visible with frequent opportunities to present to the Deputy County Managers, Senior Leadership Team and the County Board of Commissioners.

Key Responsibilities:

- Implement strategic and tactical planning across multiple divisions of Human Resources including project management related to special initiatives
- Initiate, develop and facilitate projects and plans to address operational needs ranging in scope from revised HR policies, procedures and practices to affecting HR service delivery. Serve as technical support on special projects and department-wide HR issues
- Develop, advise, review, consult and coordinate the publication of new human resource policies
- Initiate, develop, facilitate, and plan annual and multi-year innovative improvement projects to address business operations, customer service, continuity of services, process improvements, reporting, and responding to specific project and operational needs of the department
- Plan, forecast, evaluate and direct the work of assigned functional areas. Assist program managers with determining and implementing goals and objectives

2019-2020 Initiatives:

- Updating payroll and operations policies and procedures
- Implementing new onboarding, employee evaluation, compensation and succession planning IT systems
- Upgrading the current HR Information System platform
- Achieving #1 ranking as the Healthiest Workplace in America

Key Capabilities:

- A positive and technically-oriented leader, bringing innovation and creativity to the Human Resources department
- An open, approachable and action-oriented leader who exercises good judgment, treats others with respect and holds staff accountable
- An outstanding supervisor who provides guidance and professional support to staff, offering regular feedback and serving as a mentor
- Demonstrates superior seamless customer service, integrity, and commitment to collaboration and forward-thinking efficiency
- A proven track record of moving projects forward and successfully implementing comprehensive change to HR systems, policies and procedures
- Ability to identify, analyze and solve complex technical problems
- Possesses exceptional oral/public speaking and written communication skills
- Possesses excellent interpersonal skills with a great deal of political savvy and sensitivity
- Eye for detail and able to solve problems promptly
Qualifications

The position requires a bachelor’s degree in Public Administration, Human Resources Management or a related field, and seven years of experience in human resources administration.

A master’s degree and PHR, SPHR, SHRM-CP, or SHRM-SCP certification is preferred. In addition, knowledge of Human Resources within local government operations and seven years of progressively responsible HR experience, including three years in a supervisory role are highly desired. Experience in benefits administration, HR systems and/or payroll is preferred.

Compensation

The expected hiring range for the Deputy HR Director is $100,000-$125,000, depending on qualifications, plus a comprehensive benefit package.

The Recruitment Process

If you are confident you have what it takes to join our team, we encourage you to apply online at wakegov.com/employment.

For more information, contact Anza Harker at anza.harker@wakegov.com or 919-856-6101.

wakegov.com