

**Classification Title: Senior Human Resources Consultant**

FLSA Status: Exempt

**BRIEF DESCRIPTION:** Lead generalist that manages, leads and executes on a wide variety of Human Resource programs from highly strategic to day-to-day tactical including benefits and wellness, employee relations, training and organizational development, performance management, recruitment, compensation, classification, data analysis, workforce and succession planning, and policy development and implementation. Position serves as the lead analyst for reviewing data and trends. Position assists various divisions with major initiatives throughout the year. Position manages new initiatives, special projects and process improvements for the Department.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Manages HR project implementation including proposal development, timelines, coordination of project team, facilitation, documentation, keeping internal staff on tract, and assisting with meeting deliverables. Researches best practices of other comparable jurisdictions to establish performance benchmarks. The HR Department has numerous initiatives and projects. This position serves as the lead to ensure projects are completed and often may be the only resource for the project.
2	S	Rotates to various HR divisions during high volume or large projects to assist in the communication and implementation. Serves as a resource for benefit RFPs. Assists in the annual labor market study, training rollouts, and other groups as needed.
3	S	Analyzes program data from various reports. Researches best practices of other comparable jurisdictions to establish performance benchmarks. Uses statistical methods (median, mode) to show trending, survey and use focus groups. Identifies and monitor performance metrics. Develops workforce analysis report and presents to HR leadership.
4	S	Position servers as the lead on all department communications, advertising and marketing of programs including developing announcement materials and graphics, sending department emails and web page editing.

**CLASSIFICATION REQUIREMENTS:**

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Education	Bachelor’s degree Business, Public Administration, Human Resources or related field.
Experience	Four years of experience Human Resources.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact broad reaching and dynamic and may include the communication specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions in regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Office equipment

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

**PROTECTIVE EQUIPMENT REQUIRED:**

None