



Deputy Director of Human Resources

Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn as a **Deputy Director of Human Resources** during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An Annual Salary of \$84,864 starting..**

If our **Deputy Director of Human Resources** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



JOB TITLE:	Deputy Director of Human Resources	GRADE:	16
DEPARTMENT:	Human Resources	FLSA STATUS:	Exempt
REPORTS TO:	Director of Human Resources		

GENERAL DEFINITION OF WORK:

The Deputy Director assists the Director of Human Resources by planning, managing, and coordinating the day-to-day operations of the Human Resources department. This includes supervising HR personnel, executing strategic initiatives, and overseeing administrative support and services. At times, the Deputy Director will need to act as a strategic thought partner to senior leadership and step in for the HR Director in their absence.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Operational leadership. Responsible for the daily HR Workflow of the employee life cycle (recruiting, onboarding, pay & benefits, performance management, training & development, disciplinary action and offboarding). Directly supervise and provide leadership for the HR staff to ensure excellence through the delivery of these HR services.
2. Employee & Labor relations. Oversees disciplinary procedures and performance management process. In collaboration with the HR Director, will provide support for grievance resolutions, investigations, collective bargaining or union contract administration.
3. Benefits administration. Through the supervision of the Benefits Coordinator, designs and manages annual Open Enrollment for employees to review and change their benefit elections. Oversees claims problems between the employee/insurance company/doctor's offices. Manages communication and documentation between employees, their doctors, and our HR Department in support of FMLA, STD, and unexcused leave of absence. Meets with benefit vendors to address issues, discuss solutions, and evaluate plan design options
4. Policy & compliance. Develops, drafts, writes, and updates county policies & procedures in an effort to ensure compliance with federal, state, and local laws.
5. HR leadership. Acts in the Human Resources Director's absence and uses initiative and judgment to ensure HR matters requiring immediate attention are handled in a manner as to minimize the effect of the Director's absence. Works with the Director of Human Resources in preparation of Department Budgets. Brings personnel requests and recommendations to the Director of Human Resources for review.
6. County leadership. Provides counseling, guidance and recommendations to both leaders and employees on all personnel issues to include disciplinary actions, coaching, grievances, terminations, etc. Keeps Director of Human Resources apprised of issues of concern. Assures that employee personnel information is maintained in a safe, secure and organized operation.
7. Performs related tasks as required. Assists with special projects.



KNOWLEDGE, SKILLS AND ABILITIES:

1. General knowledge of basic methods, practices and objectives of public personnel administration.
2. General knowledge of the County's policies and procedures.
3. General knowledge of basic research techniques and report writing.
4. Excellent record keeping ability.
5. Ability to communicate effectively.
6. Capability to establish and maintain an effective working relationship with employees and the public.
7. Ability to maintain strict confidentiality as it relates to employees and personnel issues.

EDUCATION AND EXPERIENCE:

Bachelor's Degree or any combination and experience equivalent to graduation from an accredited college or university with major course work in human resources management, business administration or related field. Human Resource Certification (PHR, SHRM – CP) preferred.

A minimum of 3 - 5 years in a people manager role is required.

A minimum of 3-5 years of government related human resources experienced preferred.

PHYSICAL REQUIREMENTS:

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS:

Valid Driver's License.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Human Resources: 6/2018; 1/2019; 12/2022; 8/2026

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

Wednesday, September 30, 2026 @ 4:00pm