



## **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 the **Deputy Director of Human Resources** during your first year as a full time Employee with Washington County Government:

- ✓ **Six (6) Paid Personal Days**
- ✓ **Ten (10) Paid Vacation Days**
- ✓ **Fourteen (14) Paid Holidays; plus 3 partial paid holidays.**
- ✓ **Fifteen (15) Paid Sick Days**
- ✓ **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 range of \$73,382 (effective June 24,2023)**

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.

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

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**GENERAL DEFINITION OF WORK:**

Performs professional work, under the direction of the Director of Human Resources to facilitate the day-to-day management of the Human Resources Department including supervising HR Staff and managing the Human Resources Department in the absence of the Director.

**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. Facilitates the day-to-day management of the Human Resources Department including supervision of all assigned staff.
2. Acts during the Human Resources Director's absence and uses initiative and judgment to see that the human resources matters' requiring immediate attention are handled in a manner as to minimize the effect of the Director's absence.
3. Coordinates and administers the County's Defined Benefit Retirement Plan in partnership with the Retirement Coordinator; to include record keeping for the County's retirement actuary.
4. Coordinates claims problems in conjunction with the Benefits Coordinator between the employee/insurance company/doctor's offices.
5. In conjunction with the Benefits Coordinator designs and manages annual Open Enrollment for employees to review and change their benefit elections.
6. Meets with benefit vendors to address issues, discuss solutions, and evaluate plan design options.
7. Provides counseling, guidance and recommendations to employees on all personnel issues to include disciplinary actions, grievances terminations, etc. Keeps Director of Human Resources apprised of issues of concern.
8. Brings personnel requests and recommendations to the Director of Human Resources for review.
9. Works with the Director of Human Resources in preparation of Department Budgets.
10. Assures that employee personnel information is maintained in a safe, secure and organized operation.
11. Assists the Director of Human Resources in drafting policies as they relate to employee benefits or policy and procedure issues.
12. Assists with special projects.
13. Performs related tasks as required.

**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 a, 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

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

Applicant must be legally authorized to work in the United States and willing to provide unexpired USCIS Form I-9 employment eligibility verification documentation upon request.

#### **Easy Ways to Apply:**

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

**Internal Candidates are required to use an Internal Application (including resume) when applying.**

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:**

**open until filled**