

# Market Range Detail - Director - Human Resources

## Effective Date

December 13, 2010

## Market Range Title Description

This position functions as the department head and is responsible for the overall direction and management of Maricopa County's Human Resources Department. The Director is responsible for establishing and administering effective human resources and workplace programs that enable County management to address and resolve workforce issues and develop and train a qualified and diverse workforce. The Director is responsible for the planning, direction, and management of the following human resources functions: employee relations, investigations, merit rules, employee training and development, policy compliance, recruitment and employment, new employee orientation, organizational development, workforce planning, EEO compliance, disability management, performance management, payroll, and records management. The Director manages a staff of human resources managers, supervisors, analysts, and support staff.

Responsibilities include: administering the development and implementation of Countywide, comprehensive human resources policies, procedures, and programs; facilitating the resolution of human resources, workforce management, and training and development issues with County and department management; advising County management on human resources practices; leading sensitive or high-level investigations and projects; interpreting and explaining human resources laws, rules, policies, etc.; keeping informed of current human resources, workforce management, and training and development issues to assist in developing an effective County program; keeping informed of all local, state, and federal laws to ensure County compliance; reviewing and analyzing reports, legislation, and court cases and making recommendations for change to management when necessary; developing and implementing the department's strategic planning and continuous quality improvement initiatives; managing and participating in the development of the department's budget. The Director reports to the Deputy County Manager.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$50.50	\$66.48	\$82.46

## Likely Minimum Qualifications

- Bachelor's degree in human resources, business administration, public administration, or closely related field
- Ten years of increasingly responsible human resources experience including five years of supervisory and/or management experience
- Master's degree in human resources, business administration, public administration, or closely related field preferred
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

## Working Titles

- Human Resources Director

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.