

Jefferson County Commission in Alabama is currently seeking an experienced professional to serve as the

# DIRECTOR OF HUMAN RESOURCES



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## ABOUT JEFFERSON COUNTY & GREATER BIRMINGHAM

### *A Vibrant Place to Celebrate & Call Home*

Jefferson County, located in Central Alabama, is a beautiful region nestled in the rolling foothills of the Appalachian Mountains. With a population of 659,300, it is the most populous county in the state. Its county seat, Birmingham, is a wonderfully diverse city with a metropolitan area that features something for everyone. It is young, traditional, vibrant, friendly, cultured, and complex!

### Exceptional Opportunities for Everyone

With the 200th birthday approaching, Jefferson County is proud to serve a vibrant and diverse community rich in history, culture and natural beauty. Jefferson County is home to nationally recognized dining, world-class attractions, parks, events, and other activities to see and do. The Washington Post named Birmingham as one of the best vacation destinations to visit. Additionally, Zagat recently ranked Birmingham number one on the list of America's Next Hot Food Cities. You can enjoy asparagus salad with roasted pecan dressing at an elegant restaurant for lunch and look forward to dinner at a "meat-and-three" serving country-fried steak, collard greens, butter beans and cornbread.

Jefferson County's residents can walk the trails of Ruffner Mountain, the second largest urban nature preserve in the country, frequent the new Uptown entertainment district, sample wine made from local fruit along the local Wine Trail, visit the Civil Rights District, tour the Barber Vintage Motorsports Museum, and enjoy Avondale and Lakeview, two of the newest revitalized, up and coming places to experience. Residents can also enjoy a baseball game at Regions Field and watch the Birmingham Barons run around the bases right in the heart of downtown Birmingham.

The Jefferson County and Birmingham region continues to grow more sophisticated and exude contemporary amenities and hospitality. It is one of the 60 largest metropolitan areas in the country and is a wonderful place to live, work, do business, and play! In fact, in 2021, the city will host the World Games and welcome in thousands of athletes from around the world.

### The Heart of Diversity in the Nation

It is diversity that many believe to be Jefferson County's greatest strength and strongest appeal. With Birmingham's role in the Civil Rights movement in the 1960's, this region has blossomed into an area that embraces, values, and celebrates diversity. Residents have an appreciation for progress and cultures, all being a unique part of the charm and character that makes this such a lively and special community. The region's low cost of living, coupled with a high quality of life have created a great place to work, play, and raise a family!



### Economic Prosperity, World Class Universities, Research and Healthcare Options

There's an excitement about Jefferson County. This thriving metropolitan region encourages the innovative spirit of progress and expansion, driving the region's economic growth. Home to an economic development program, Innovation Depot supports and cultivates 92 early-stage technology companies, strengthening the local economy. Community partnerships align efforts to foster job creation and bolster the region's competitiveness as a desirable location with a high quality of life. Vibrant banking and education institutions are driving forces in the metro economy. Jefferson County is home to one of the largest banking centers in the southeast, and the University of Alabama at Birmingham ranks in the top 15% of all universities worldwide.

## OUR FORM OF GOVERNMENT



### County Services

Jefferson County provides vital services to the residents of the county through over 2,500 employees in 26 departments including Finance, Revenue, Roads and Transportation, Information Technology Services, Human Resources, Development Services, Environmental Services, Tax Assessor, Tax Collector, Board of Equalization, plus more. Our diverse group of employees utilizes their knowledge, skills and abilities by working together to provide quality and effective public services to our residents to ensure needs are met. Jefferson County contributes to and strengthens the quality of life of its residents for more economic prosperity!

### A Partnership of Elected Commissioners and the County Manager

The County Commission is the governing body of Jefferson County with five Commissioners elected from districts, for concurrent four-year terms. The Commissioners distribute the powers and duties conferred by law upon the County Commission and the members as they deem fit and efficient, and seek to promote the health, safety, and general welfare of the residents of Jefferson County. Jefferson County's daily administration of county government is managed by a County Manager as the Chief Executive Officer.

### Human Resources Department

The Human Resources Department provides human resources functions for over 2,500 full-time and part-time employees. The department comprises of six divisions: Strategic Relationship Management, Employee Selection, Employee Services, Learning and Organizational Development, Human Resources Information Systems, and Equity and Inclusion. The functions of the department consist of the following:

- Benefits Administration
- Employee Relations
- Recruitment of qualified & diverse candidates
- Selection & Hiring
- HRIS Administration
- Training and Career Development
- Organizational Development
- County Personnel Policy & Procedures Administration
- Compliance

The Human Resources Department currently has a staff of 52 employees and a budget of over \$9 Million. The funds for the County's self-insurance program are not maintained in the HR Budget.

The Human Resources Department transitioned from a federally appointed Receiver to an appointed Monitor in 2018, working toward exit from a federal consent decree for discrimination in personnel selection. The Director of Human Resources will have the opportunity to shape the Human Resources function in partnership with the appointed Monitor and County Manager, and in doing so, will play an essential role to helping the County exit this decree.

### Mission Statement

Provide exceptional, everyday service through character and competence.

### Vision Statement

To be a model local Government that anticipates and meets the evolving needs of the diverse community with energy, character, dedication, and accountability.

### Values

- **TRANSPARENCY:** All of the information that is needed is provided through communication that can be trusted among Commissioners, Departments, employees, and the community
- **INCLUSION:** Jefferson County values the diverse viewpoints, perspectives, and backgrounds of all employees and citizens
- **INTEGRITY:** From the top down and the bottom up, Jefferson County acts with honesty, trustworthiness, and integrity
- **INNOVATION:** Every day provides the opportunity to take a fresh perspective on how to best serve the needs of Jefferson County citizens
- **ENERGETIC SERVICE:** Each employee and Department is accountable to providing the highest-quality customer service to our citizens - if you need something from us, consider it done; and
- **SAFETY:** The health and well-being of Jefferson County citizens, including employees, is of paramount importance for each Department and individual serving the County.



## Candidate Profile

The Director of Human Resources directs the day-to-day planning, organizing, directing and coordination of the program activities of the Jefferson County Commission's Human Resource Department, including Employee Services, Recruitment & Selection, Organizational Development, HRIS Administration, and Equity and Inclusion. The Director sets overall policy and long-range and short-range strategic goals and objectives within the Jefferson County Commission, and assigns, supervises and evaluates the work of professional and clerical staff members. The Director develops operating policies and procedures, ensures resources are available to achieve work plans, resolves complex business issues, and establishes management practices and processes that ensure the accomplishment of performance standards.

## The Ideal Candidate



### Specific Experience

- Held role with progressive exposure to human resources or related field
- Held managerial role within human resources or related field

### Experience managing a work unit

- Managed a work team or unit (10 or more people)
- Experience as a manager (i.e., supervisory experience)
- Responsible for setting goals and making key decisions at a team or unit level
- Worked with a budget for a team or unit
- Responsible for evaluating the performance of those within a team or unit

### Experience supporting the implementation and monitoring of work unit strategy

- Contributed to a concrete substantial change effort
- Developed and implemented a strategic initiative
- Responsible for managing and delivering results on a high level project at the team or unit level (i.e., more than individual level objectives)

### Experience interacting with key internal and external stakeholders

- Experience working in a high stress environment involving multiple constituents
- Responsible for a function that delivers services to internal and external customers
- Held roles involving forging positive interpersonal working relationships
- Responsible for the development and growth of multiple others (e.g., coaching activities, formal mentoring)
- Responsible for delivering complex communications to multiple parties (verbal and/or written)

### Experience working in environments that require adherence to high professional and ethical standards

- Exposure to essential work tasks and/or processes in non-profit or government, or in a private organization that has constraints resembling those in the public sector

## Preferred Experience

### Specific Degree Preference

- Possesses a degree in Business or Public Administration, Psychology, Personnel Management or related field

### Specific Experience

- Experience or exposure to at least three major program areas (of Employee Services, Affirmative Action & Employee Relations, Recruitment & Selection, Organizational Development)

### Experience managing a work team or unit

- Engaged in concrete personal development activities (e.g., formal programs, taking on stretch assignments, integrating a development plan in to daily activities)
- Held roles in which they have delegated important responsibilities to others

### Experience supporting the implementation and monitoring of work unit strategy

- Responsible for guiding the implementation of an innovative solution (e.g., organizational process, product)

### Experience interacting with key internal and external stakeholders

- Held roles in which they were responsible for resolving conflicts and driving consensus
- Responsible for completing a negotiation at work

### Experience working in environments that require adherence to high professional and ethical standards

- Demonstrates a track record of ethical professional behavior
- Demonstrates a track record of understanding and respecting the practices, customs, and values of people from different backgrounds, perspectives, and cultures



# Director of Human Resources

## JEFFERSON COUNTY COMMISSION

### Excellent & Highly Competitive Benefits

Our employees enjoy long-term employment with reliable benefits. We offer our employees a strong benefits package with options that truly work for all and meet our employee's needs.

- Comprehensive medical benefits with low copays, low deductibles, and high levels of coverage after 30 days of employment for self and eligible dependents
- Dental and Vision insurance plans after 30 days of employment for self and eligible dependents
- Term Life Insurance and Voluntary Accidental Death & Dismemberment Insurance for self and eligible dependents
- Optional Healthcare and Dependent Care Flexible Spending Accounts (FSAs)
- Disability benefit options such as Short-Term Disability and Long-Term Disability
- Supplemental insurance options such as Group Accident, Group Critical Illness, and Group Hospital Indemnity
- General Retirement System (Pension) enrollment
- Paid vacation, paid sick leave, and paid holidays
- Deferred Compensation

### Compensation

The anticipated hiring range upon starting this position will be \$118,236 – \$174,672 dependent upon qualifications and experience.

### Application & Selection Process

Qualified applicants should submit applications and resumes online by visiting [www.jobsquest.org](http://www.jobsquest.org).

It is requested that applicants submit applications by August 14, 2019. All applications need to be submitted by 11:59 p.m. cst of the posted close date. Applications will be screened against criteria provided.

The Jefferson County Human Resources Department has tentatively scheduled a full-day Assessment Center on August 22, 2019 for those named as finalist.

### For more information, contact:

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