

DUNN COUNTY *Wisconsin*

HUMAN RESOURCES DIRECTOR



DUNN COUNTY, WISCONSIN



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Human Resources Director

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The County

Dunn County, WI (pop. 44,806), located in West-Central Wisconsin, is a largely rural county with several incorporated communities. The City of Menomonie (pop. 16,429) serves as the county seat and is located one hour from Minneapolis-St. Paul and thirty minutes from Eau Claire, WI on the I-94 corridor. The County offers a high quality of life with numerous recreation opportunities, as well as two institutions of higher education, Chippewa Valley Technical College and University of Wisconsin-Stout (student pop. 9,619).

The County has state-of-the-art facilities, including a newly constructed skilled nursing facility (The Neighbors of Dunn County), and a newly remodeled Community Services Building. The Administration offices are in the process of relocating to the Community Services Building, which will allow closer working relationships among all County departments.

In addition to the city of Menomonie (16,237), Dunn County is home to the villages of Boyceville, Colfax, Downing, Elk Mound, Knapp, Ridgeland, and Wheeler, and twenty-two towns. Menomonie is located on the south end of Lake Menomin, a reservoir on the Red Cedar River. Dunn County has numerous parks, a state recreation area (Hoffman Hills), well-developed bike and ski trails, and abundant opportunities for fishing, hunting and year-round outdoor activities. The world class Mabel Tainter Theater and Center for the Arts and an award-winning Museum highlight the cultural offerings, which also include dynamic theater and musical groups and thriving craft brewing and winery destinations. Community events and festivals round out four seasons of civic engagement and the chance for all to enjoy the beauty and people of Dunn County.



Demographics/County At A Glance

Population: 44,806
Square miles: 864 square miles
Median Age: 34.2
Median Home Value: \$169,848
Average Home Value: \$199,570
Median Household Income: \$54,605

The Position in Brief

The **Director of Human Resources** administers the County's Human Resources program which includes employee recruitment, selection, training, development and retention; compensation and benefits; affirmative action and equal employment opportunity; contract negotiations, arbitration, grievances, disciplinary actions and terminations. The Director also coordinates the city's overall risk management program (insurance).

The Director manages a staff of five full time HR professionals and department budget of \$549,000. The division, which is part of the Administration Department along with Finance, I.T. and Criminal Justice Collaboration is newly formed (within the last two years) and has already demonstrated its adaptability and willingness to innovate.

The Director works closely and collaboratively with the County Manager and County's Chief Financial Officer.

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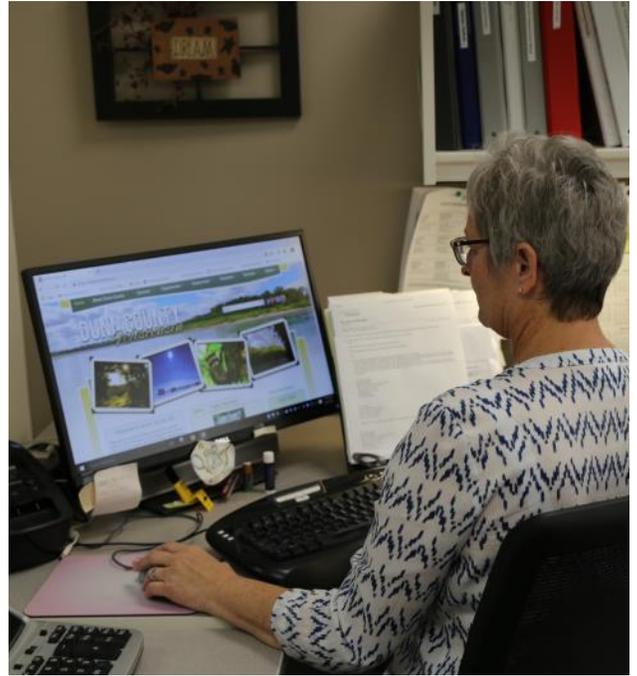
The Organization

Dunn County operates under the County Board/Administrative Coordinator form of government. The legislative powers of the County are vested with a 29-member County Board. Board members are elected on a non-partisan basis by district to two-year terms. The Chair of the County Board is selected by the other Board Members from the 29-member Board. The County Manager is responsible for the Administration Department plus all departments and functions which are under the jurisdiction of the Board.

The Board standing committees include the following: Executive, Administrative, Health & Human Services, Highway, Planning Resources & Development, Community Resources & Tourism, Facilities, Judiciary & Law, and The Neighbors of Dunn County Committees. Other Elected Officials in Dunn County include the County Clerk, Sheriff, Clerk of Court, Register of Deeds, District Attorney, District Court Judges, and County Treasurer.

The Departments of the County include County Manager/Administration, Environmental Services (Planning & Zoning, Surveying, Land and Water Conservation, and Solid Waste & Recycling), Public Health, Human Services, Emergency Management, Emergency Communications, Corporation Counsel, Medical Examiner, Public Works (including Highway, Transit and Facilities/Parks Divisions), Veterans Services, Circuit Court, Child Support Agency, Sheriff, District Attorney, Clerk of Courts, Register of Deeds, County Clerk, County Treasurer and The Neighbors of Dunn County. The UW- Extension is administered by the state but employs County staff support.

There are approximately 550 regular full time, part-time and seasonal employees for the County.



Expectations and Projects

The Human Resources Director serves as a member of the County Manager's leadership team, along with the Chief Financial Officer. As such, it is expected that the successful candidate will be a strong collaborator who is knowledgeable in all aspects of human resources and enjoys working in a team environment.

The County is also in the process of a dynamic transformation of human resources, having centralized services and increased staffing in the previous two years. The next Director of Human Resources will have an opportunity to continue to develop the division staff and the program of human resources for the county. Other projects will include:

- The opportunity to administer a class and compensation study for the County, which may also include updates and/or rewrites of positions descriptions;
- Continuing to centralize human resources functions into one division;
- Updating and implementing employee recruitment and retention strategies. (especially, for harder to fill positions such as R.N., Deputy Sheriff and Social Workers);
- Reviewing potential changes to health insurance benefits, including post-retirement benefits, that reduce costs to the county while maintaining a strong level of benefit for employees;
- Developing and implementing employee development and leadership development programs for the County; and
- Renegotiation of labor contracts (powers of arrest employees) in 2021.

The Ideal Candidate Must Have...

- A Bachelor's degree in human resources management, business or public administration or closely related field, or any equivalent combination of training and experience that brings the knowledge, abilities, skills and leadership to the delivery of contemporary personnel services.
- At least six years of experience in the human resources field, with three years of supervisory experience in a similar sized organization.
- Familiarity and experience working with labor unions
- PHR/SPHR or SHRM-SCP credentials are a plus.

The Ideal Candidate Will Be...

- Team oriented, yet self-directed;
- Collaborative, decisive as well.
- Empathic and knowledgeable;
- An effective communicator, both orally and in writing;
- Ethical and honest;
- A people-person who enjoys interacting at all levels of the organization;
- Knowledgeable of best management practices in Human Resources, Benefits Administrations and Risk Management;
- Familiar and able to navigate ERP systems of some complexity; and
- Able to develop partnerships to facilitate communication, collaboration and cooperation.

LEADERSHIP



Compensation, Benefits and the Organizational Culture

Dunn County offers a progressive and team-orientated work culture. There is a commitment to pro-active planning and problem solving. The Human Resources staff are adaptable and committed to helping take the division and Dunn County to the next level in Human Resources services.

The starting salary range is \$85,342 - \$111,966 +/- DOQ, plus excellent benefits.

How to Apply

Candidates should apply by **September 20, 2019** with resume, cover letter and contact information for five work-related references to www.GovHRjobs.com to the attention of Charlene Stevens, Senior Vice President, GovHR USA, 630 Dundee Road, #130, Northbrook, IL 60062. Tel: 847-380-3240. Dunn County is an Equal Opportunity Employer.

TEAM-ORIENTED