



## **JOB OPPORTUNITY BULLETIN**

***Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.***

Today's Date: September 15, 2025

Date Listing Will Close: September 22, 2025 - 5:00 p.m.

The following department has a vacancy for qualified employees in the following position:

Class Specification: **HUMAN RESOURCE DIRECTOR**

Location / Department: **HUMAN RESOURCES**

**HARRISON COUNTY BOARD OF SUPERVISORS**

Salary: **Negotiable – Based on Education and Experience**

Position Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

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**HARRISON COUNTY PERSONNEL / HUMAN RESOURCES**

1801 – 23<sup>rd</sup> Avenue, First Floor, South Hall, Gulfport Courthouse

Phone: (228) 865-4194 Fax: (228) 865-4162 [www.co.harrison.ms.us](http://www.co.harrison.ms.us)

**APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.**

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E.O.E. and A.D.A.

## **HARRISON COUNTY, MISSISSIPPI JOB DESCRIPTION**

**JOB TITLE:** Human Resource Director

**DEPARTMENT:** Human Resources

**FLSA STATUS:** Exempt

**REPORTS TO:** County Administrator

**POSITION CODE:** 8810

**MAINTENANCE REVIEW DATE:** June 29, 2022

**CLOSING DATE:** September 22, 2025

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

**JOB OBJECTIVE:** To plan and direct activities required to develop, implement, and monitor the comprehensive human resources administration and risk management systems for Harrison County.

### **ESSENTIAL JOB FUNCTIONS:**

1. Reviews changes in federal and state laws affecting personnel practices; recommends changes in policies and established programs for compliance with legal requirements.
2. Ensures review of County Personnel Policy Manual to reflect changes in County practices and legal requirements; interprets policy for County Administrator, Road Manager and management.
3. Reviews County employment practices to ensure compliance with Equal Employment Opportunity laws and regulations and affirmative action.
4. Advises County Department Heads regarding personnel policies and procedures; counsels Department Heads regarding special personnel actions proposed.
5. Develops and implements policies and procedures as required for efficient operation of the Human Resource Department.
6. Responds to initial MDES unemployment claims, and responds to any follow-up MDES inquiries and participates in telephonic hearings, as required.

7. Testifies in court cases involving County personnel actions, policies, and procedures.
8. Receives and investigates employee complaints regarding perceived improper interpretation and/or application of County policies and procedures.
9. Investigates and recommends direction of disciplinary actions, complaints, grievances, etc. for County Administrator and Road Manager.
10. Recommends the disposition of disciplinary action appeals to the County Administrator and Road Manager based on appropriate labor laws and language contained in County policies and procedures.
11. Performs special projects, as assigned by the County Administrator and Road Manager.
12. Performs employment-related activities such as test development, recruitment, screening, and other selection processes. Directs employee surveys on job-related issues, summarizes and analyzes data and prepares reports.
13. Confers with the County Administrator and Road Manager concerning HR forecasting, planning, organizational development, and goal-setting with periodic assessment of progress and attainment.
14. Conducts orientation for all new employees.
15. Determines job classification and groupings and FLSA exemption status; assists departments in defining essential functions through job analysis and the development of job descriptions; conducts research and salary surveys; and administers and maintains annual salary schedules, reclassifications and county organizational charts.
16. Assists department heads in filling open positions and other personnel-related matters.
17. Manages and participates in the maintenance of personnel records.
18. Attends meetings, conferences, workshops, and training sessions, as required.
19. Responsible for FMLA paperwork and providing information to employees, as well as entering information into Kronos and maintaining records.

#### **SECONDARY DUTIES AND RESPONSIBILITIES:**

1. Ensures compliance with adopted budget by reviewing reports of expenditures and reallocation of resources.
2. Selects and provides required training for Human Resource Department personnel.
3. Prepares Board agenda for Board of Supervisors meetings with regard to personnel and insurance/risk matters and attends board meetings.
4. Performs other related duties, as required

5. Administers the Harrison County risk management program and workers' compensation.
6. Processes workers' compensation claims; works with employees, adjusters, physicians' offices and pharmacists to ensure accurate claims administration.
7. Maintains complete and accurate insurance claim files on all losses for each insurance policy.
8. Works closely with all insurance agencies, County Administrator, Board of Supervisors and County Department Heads and keeps them up to date on the status of claims.
9. Works closely with Harrison County Safety and Environmental Officers and the Harrison County Safety Program and makes recommendations on loss prevention and the selection of appropriate techniques to minimize losses and to reduce or eliminate workplace injuries.
10. Responds to public inquiries and concerns.
11. Revises existing benefit programs to control costs and provide a competitive benefit package for County employees; recommends additions and other major changes in benefits to the County Administrator and Board of Supervisors.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Comprehensive knowledge of the principles of personnel administration.
- Comprehensive knowledge of the state and federal laws and regulations affecting personnel administration practices is required.
- Considerable knowledge of labor relations principles and practices.
- Good knowledge of classification compensation principles and practices.
- Good knowledge of budgeting processes.
- Some knowledge of training and development principles.
- Proficiency in the HR functions of Kronos, Harrison County's HRIS.
- Must have strong Microsoft Office Suite skills, including creating and maintaining spreadsheets, databases and HR Information System processes.
- Ability to read and interpret federal and state laws affecting personnel administration practices.
- Ability to prepare regular and special narrative and statistical reports.
- Ability to assign and direct the work activities of assigned personnel.
- Ability to communicate well and understand written or oral instructions and read, analyze and interpret documents, instruction manuals, policies and procedures.
- Must be able to concentrate and perform work accurately under stress and successfully meet deadlines.

- Must be able to react to change in a productive manner and handle other tasks, as assigned.
- Ability to maintain the highest degree of confidentiality is essential for this position.
- Ability to objectively coach employees and management through complex, difficult and emotional issues.
- Must have strong interpersonal skills necessary to maintain a good working relationship with the public and fellow employees.
- Must be able to come to work promptly and regularly.
- Working knowledge of the insurance industry.
- Comprehensive knowledge of public risk management and loss control principles and practices.
- Must possess good managerial skills.
- Working knowledge of insurance specifications and contracts
- Knowledge of all related safety procedures.
- Ability to analyze proposals to determine the successful bidder.
- Ability to perform research and analyze data.
- Ability to establish and maintain accurate record-keeping systems.

#### **EDUCATION AND EXPERIENCE REQUIRED:**

- Bachelor's Degree , required (Master's Degree, preferred) in Human Resources Management, Business Administration, Public Administration, or related field.
- Five (5) – Eight (8) years of work experience in Human Resources Management and Insurance / Risk Management at the professional level.

#### **HUMAN RESOURCES SPECIAL CERTIFICATIONS:**

Senior Level Professional Certification, preferred: Senior Professional in Human Resources (SPHR) *Human Resource Certification Institute* or Senior Certified Professional (SCP) *Society of Human Resource Management*.

#### **SUPERVISORY RESPONSIBILITIES:**

- Provides supervision to the HR Associates and any other human resource department staff.

**This position is subject to 24-hour call, in case of a disaster event and/or a threat to public safety.**

**ADDITIONAL REQUIREMENTS:** Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.

*These knowledge, skills, and abilities are usually, although not always, acquired through the completion of a Bachelor's degree in Human Resources Administration, Business Management, Public Administration, Certification from the HR Certification Institute, or a related area and five (5)– eight (8) years of experience in human resources administration and insurance / risk management at the professional level. Equivalent combinations of education and experience will be considered.*

**SALARY:** Negotiable – Based upon Education and Experience

**PHYSICAL REQUIREMENTS:**

*The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		✓
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles	✓	
Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions		✓
Works above ground or floor level, such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body over a long period of time		✓

Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

**WORK ENVIRONMENT:**

*The environmental conditions marked below are common to this job:*

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓