



Cleveland County  
NORTH CAROLINA



# HUMAN RESOURCES DIRECTOR CLEVELAND COUNTY, NORTH CAROLINA

First Review of Applications: October 7, 2024



PUBLIC SECTOR EXECUTIVE RECRUITMENT



# The Community

Cleveland County, North Carolina, (Pop. 102,000) is a vibrant and welcoming community nestled in the charming foothills of the Blue Ridge Mountains. This area offers an exceptional quality of life, blending the charm of small-town living with the conveniences of modern amenities. Strategically located between the bustling cities of Greenville, SC, Charlotte and Asheville, Cleveland County gives residents easy access to urban centers while maintaining a serene, rural atmosphere. The county's economy is both robust and diverse, anchored by thriving industries in manufacturing, healthcare, and education. The county's keen sense of community shines through its friendly neighborhoods, excellent schools, and commitment to cultural preservation. The county proudly highlights its rich heritage at various historical sites and cultural institutions, such as the Earl Scruggs Center, which honors the legacy of bluegrass music. Residents and visitors alike enjoy abundant recreational opportunities, from hiking the trails of Kings Mountain State Park to exploring the Broad River Greenway, a haven for outdoor enthusiasts. Outdoor enthusiasts can also enjoy the Kings Mountain Gateway Trail and its beautiful bamboo forest, a great spot for walking, hiking, and bicycling. The county also hosts a variety of events and festivals that unite the community, fostering a spirit of camaraderie and belonging.

Cleveland County is known as the Land of Rhythm & Roots, where music, arts, and cultural offerings are woven into the fabric of both local history and everyday life. In honor of its rich musical heritage, Cleveland County is a must-visit stop and dedicated hub on the Blue Ridge Music Trails of North Carolina. Shelby City Park unfolds over 150 acres of outdoor recreational paradise, boasting ball fields, a playground, tennis courts, and the nine-hole Royster Memorial Golf Course, as well as horseshoes and a croquet court, paved walking tracks, and the City Park Gym.

Cleveland County enhances its quality of life with affordable housing, safe neighborhoods, and a wealth of amenities that cater to families, professionals, and retirees alike. With a strong focus on health and wellness, the county provides top-notch healthcare facilities, fitness centers, and wellness programs. Education is a priority here, with schools recognized for their academic excellence and commitment to student success. The area's low cost of living, combined with its rich cultural and recreational offerings, makes Cleveland County an ideal place to live, work, and play.



## The Organization

The Cleveland County Board of Commissioners is a five-member, elected Board that governs Cleveland County. The County Manager acts as the chief executive officer for county operations. The County Manager oversees a \$227,663,735 budget and leads a 967 Full Time Equivalent workforce across 28 county departments while representing the county in dealings with other governmental units and agencies, and oversees programs and operations pursuant to the policies, ordinances, and directives adopted by the Board of County Commissioners. The County Manager is also responsible for providing all other management services necessary to ensure the efficient, effective, and responsive operation of the county government.



### PURPOSE STATEMENT

“Making our Community Better”



### VALUES

High Performance  
Courage  
Teamwork  
Integrity  
Innovation





# The Position

Reporting to the County Manager, the Human Resources Director (HRD) provides vision and leadership in administering all Human Resources activities of Cleveland County. The HRD leads a high-quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees. The incumbent is also a community leader and participates in shared services opportunities and projects to maximize the effective and efficient use of taxpayer dollars.

The HRD provides leadership to 11 Full Time Employees, manages a \$1,318,183 budget, and directly supervises an Assistant HR Director, The HR Systems Training Manager and The Employee Support Manager. This team develops and implements strategies, policies, procedures, and guidelines consistent with the county's short and long-term strategic goals. The HRD is responsible for designing, developing, disseminating, implementing, evaluating, and continuously improving Cleveland County's employee strategies, objectives, and performance measures to ensure consistent alignment with organizational priorities as established by the County Manager and Board of Commissioners. Additionally, the HRD:

- ⇒ Performs professional duties in recruitment and selection, classification and pay, employee communication, benefits program development and administration, payroll, wellness programming, worker's compensation, training, unemployment, legal compliance, records management, investigations, disciplinary action, and employee relations.
- ⇒ Supervises personnel functions through administrative staff, including employment screening and referral, employee orientation and exit interviews, personnel actions processing, payroll, and benefits administration.
- ⇒ Develops and recommends personnel programs and policies; research existing and innovative programs for alternative and innovative proposals; seeks legal advice, as necessary.
- ⇒ Advises the County Manager on personnel-related issues; confers with department heads on policy issues and interpretation; advises employees on personnel policy and program matters.
- ⇒ Administers the classification and pay system; reviews requests for new positions and allocates them to the existing classification plan or recommends new classes within the plan structure; reviews and approves requests for pay changes or new hire rates, coordinates the employee performance appraisal program.

The HRD must have thorough knowledge of industry, organization, and department policies, practices, and procedures, as well as legal guides, recommendations, best practices, ordinances, and laws. The role requires effective communication and presentation skills, both orally and in writing. The HRD must also establish and maintain effective working relationships with elected officials, leadership, supervisors, employees, and the public.





# Desired Capabilities

Cleveland County desires to hire an accomplished Human Resources Director who can confidently drive progress and interact with individuals at all levels within the organization and community while innovating and championing best practices in Human Resources management. This trusted leader has a profound commitment to ethics and combines leadership styles, qualifications, people skills, and effective management techniques to effectively lead a highly skilled team of HR professionals. Additionally, the HRD ensures the well-being, satisfaction, and productivity of the County's workforce, while aligning strategies to the ever-changing organizational vision, mission, values, and goals. The individual selected will also demonstrate competence in Human Capital Management Systems and modern principles and practices of human resource administration including classification and compensation, benefits administration, Fair Labor Standards Act, Family Medical Leave Act, Americans with Disability Act, staffing and workforce planning, employee training and development, managing organizational change, leadership development, and statistical concepts and methods.

Furthermore, the county desires to hire a:

- ⇒ **Big Picture Thinker:** Someone who approaches challenges and opportunities with a strategic mindset, focusing on long-term goals and organizational impact. This individual anticipates workforce trends, and the implications of policies and initiatives, and can align HR strategies with the county's overall objectives.
- ⇒ **Trusted Leader:** A highly skilled and respected leader with a record of accomplishments, knowledge, and expertise to offer insightful counsel and make well-founded recommendations on a broad spectrum of intricate human resources issues and policies.
- ⇒ **Outstanding Communicator:** An individual who clearly articulates ideas, processes, and concepts in both oral and written formats and approaches interactions with a keen focus on active listening to gain a thorough understanding while welcoming diverse ideas, thoughts, and opinions.
- ⇒ **Collaborative Leader:** Cleveland County prides itself on its strong, collaborative relationship with all County departments. The HRD will be an approachable leader who desires to be part of the "county family" and inspires others to build win-win outcomes and results by finding opportunities to help others achieve desired outcomes.
- ⇒ **Effective Manager:** The HRD is knowledgeable, competent, and able to maximize the use of departmental human capital to ensure the overall responsiveness of the department to the County's needs, expectations, and established values.
- ⇒ **Forward-Thinker:** The HRD is a life-long learner and creative leader who is flexible and open to suggestions, technology, and emerging trends in the human resources field. The HRD will consistently push for innovative and supportive policies and seek input and feedback from others to continually improve processes and service quality.



## Education and Experience

A Bachelors' degree, from an accredited college or university, in Human Resource Management, Public Administration, Business Administration, or a closely related field and a minimum of six (6) years of human resources professional experience. Prior experience as a division or department assistant director, director or similar leadership level of responsibility preferred. A Masters' degree, SHRM Certified Professional (SHRM®-CP), Senior Professional in Human Resources® (SPHR®), SHRM Senior Certified Professional® (SHRM-SCP®), or Professional in Human Resources (PHR) welcome but not required.

# Compensation and Benefits

The salary range for this position is in the range of \$95,663 - \$153,061. Compensation will be based on the qualifications and experience of the candidate selected. This competitive salary reflects the county's commitment to attracting top talent to lead key initiatives and drive impactful results. Additionally, the county offers a comprehensive benefits package which includes a Health Plan with a \$0 Employee-only Premium, HSA dollars up to \$1,100, Direct Dental Reimbursement Plan, Employee Wellness Center, Health Department Pharmacy, Local Government Retirement Plan, 6% 401-K/457 Retirement Plan, Flex time, Vacation, Sick, & Petty Leave, Holiday Pay, Wellness Programs, Tuition Reimbursement Opportunities, Performance Bonus Opportunities, and Optional Supplemental Benefits.

## APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

[www.governmentjobs.com/careers/bakertilly](http://www.governmentjobs.com/careers/bakertilly)

Application review begins on Monday, October 7, 2024. Following the first review date, we will evaluate all applications against the posted qualifications, and may extend invitations to submit additional information, including references, and a formal interview (virtual or in-person) to a select few. This announcement will remain posted, and we will continue to accept applications until the county reaches an agreement with one finalist. Pursuant to the state or local laws governing access to public records, all information submitted and associated with an individual's applications, including resumes and cover letters, may be subject to public disclosure.

For more information, please email [Edward.Williams@bakertilly.com](mailto:Edward.Williams@bakertilly.com) or call 214-842-6478.

*Cleveland County is an Equal Opportunity Employer.*

