



**M E M O**

**County  
Administrator**

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TO: Cass County Commission  
FROM: Robert W. Wilson  
DATE: June 16, 2022  
SUBJECT: Human Resources Director/Asst. County Administrator

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The Human Resources Director position will be vacated as of August 1, 2022 with the retirement of Cindy Stoick. In my discussions with Ms. Stoick about the future of her position and future needs of the County, the option of a Human Resources Director/Assistant County Administrator position has been discussed. A draft job description was considered by the Cass County Personnel Overview Committee (POC) on June 6, 2022, with several recommended edits.

The attached version has been updated to reflect the discussions and suggestions made at the POC meeting.

The question for the Commission to consider on June 20<sup>th</sup> is whether the attached job description PAQ should be forwarded to Gallagher for review and a grading recommendation within the County's pay matrix.

**SUGGESTED MOTION: Motion to submit the Human Resource Director/Assistant County Administrator position to Gallagher for review and grading within the County pay matrix.**

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Fargo, North Dakota 58108

[www.casscountynd.gov](http://www.casscountynd.gov)

**POSITION ANALYSIS QUESTIONNAIRE**

EMPLOYEE NAME:		DATE: 05/03/2022
WORK PHONE NUMBER: 701-241-5736		
CURRENT JOB TITLE: Director of Human Resources/Assistant County Administrator		
DEPARTMENT/DIVISION: County Administration		
REGULAR HOURS WORKED: 40	REGULAR DAYS OFF: Sat & Sun	
SUPERVISOR NAME: Robert Wilson	SUPERVISOR TITLE: County Administrator	

**PART 1:**

**PURPOSE OF YOUR POSITION**

(DESCRIBE IN A SENTENCE OR TWO THE PRIMARY PURPOSE OF YOUR POSITION)

This position combines two significant roles in Cass County Government. The Director of Human Resources interoperates, guides, and manages the overall provision of Human Resources services, policies, benefits, and programs for the County. The Director of Human Resources is responsible for planning, implementing, directing, and maintaining the County's Human Resource functions to ensure the processes and policies conform to all local, County State and Federal requirements.

This position also serves as the Assistant County Administrator. Responsibilities include assisting the Administrator in carrying out the oversight and supervision duties of appointed county department heads, providing results-oriented leadership and direction for overall operations of the County and for the administration of all County ordinances, regulations, resolutions, policies, programs and functions of County government.

**DUTIES AND RESPONSIBILITIES**

LIST ACTIVITIES IN ORDER OF IMPORTANCE AND ESTIMATE AMOUNT OF TIME SPENT IN EACH AREA.

% of Time Required or Number of Hours Per Week	Activity
%  65	<ul style="list-style-type: none"> <li>• Human Resource administration to include ensuring compliance with federal, state, and local laws as well as regulations and policies affecting the Human Resource operational area including benefits, compensation, employee relations, training and development, recruitment and retention and safety. Duties include but are not limited to auditing internal practices and the development, design and implementation of programs, policies, and practices for Cass County Government;</li> </ul>
10	<ul style="list-style-type: none"> <li>• Serve as the Assistant County Administrator, assisting the Administrator in all aspects of day-to-day and long-range administrative activities. Specific duties and responsibilities are defined in this percentage of allocated worktime and described in greater detail below.</li> </ul>
5	<ul style="list-style-type: none"> <li>• Coordinate with Department Heads on goals and objectives to ensure compliance with County Commission directives. Provide guidance to Department Heads in the development, recommendation and implementation of policies and procedures to accomplish goals and objectives;</li> </ul>
5	<ul style="list-style-type: none"> <li>• Represent the County Administrator in his/her absence or as directed by the County Administrator;</li> </ul>
5	<ul style="list-style-type: none"> <li>• Represent the County to State Legislature and to local, state, and federal agencies as directed by the County Administrator;</li> </ul>
5	<ul style="list-style-type: none"> <li>• Using independent judgment, assist the County Administrator in providing supervision and leadership to all County Department Heads;</li> </ul>
5	<ul style="list-style-type: none"> <li>• Assist the County Administrator in coordinating the financial status of the County with departmental goals, objectives, and actual performance. Works with the County Administrator and Finance Director to conduct budget hearings. Assists Department Heads in developing the annual budget;</li> </ul>

**KNOWLEDGE, SKILLS, AND ABILITIES**

**A. LIST THE KNOWLEDGE, SKILLS AND ABILITIES THAT ARE REQUIRED TO PERFORM THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION.**

<ul style="list-style-type: none"><li>• In-depth knowledge of managerial concepts, principles, methodology and techniques. Possess strategic and operational understanding of Human Resources program principles and practices, excellent research and presentation skills and knowledge of employee relations principles and practices.</li></ul>
<ul style="list-style-type: none"><li>• Knowledge of applicable federal, state, and local laws, guidelines, and regulations.</li></ul>
<ul style="list-style-type: none"><li>• Exceptional verbal and written communications skills. Comfortable with public speaking and ability to articulate a position effectively to small and large groups.</li></ul>
<ul style="list-style-type: none"><li>• Ability to exercise judgement, initiative and capable of maintaining sensitive/confidential information. Ability to organize and manage several priorities simultaneously while working under pressure and deadlines. Ability to use independent judgment and discretion in matters of great significance.</li></ul>
<ul style="list-style-type: none"><li>• Possess excellent interpersonal skills and the ability to interface credibly and effectively with senior level executives, elected officials, employees and a diverse group of external stakeholders.</li></ul>
<ul style="list-style-type: none"><li>• Skill in leadership and management to coordinate the diversified activities of individuals and groups toward the achievement of common goals;</li></ul>
<ul style="list-style-type: none"><li>• Strong problem-solving skills and ability to assess large amounts of information and formulate decisions;</li></ul>
<ul style="list-style-type: none"><li>• Ability to select competent personnel and to train them to perform their duties in an effective and efficient manner;</li></ul>

**B. LIST ANY TOOLS, EQUIPMENT, VEHICLES, AND MACHINES YOU USE WHILE PERFORMING YOUR WORK.**

Computer and office equipment, UKG Payroll and Timekeeping program.

**C. WHAT LICENSES OR CERTIFICATES ARE REQUIRED IN THE PERFORMANCE OF YOUR WORK?**

Valid driver's license: SHRM Certification preferred.

**SCOPE OF WORK**

**A. INSTRUCTIONS**

1. WHAT KINDS OF INSTRUCTIONS DO YOU RECEIVE REGARDING YOUR WORK?

2. WHEN ARE INSTRUCTIONS GIVEN?

As needed

**B. REVIEW OF WORK**

**1. HOW IS YOUR WORK REVIEWED BY YOUR SUPERVISOR?**

Verbally and through a written performance evaluation

**2. FOR WHAT PURPOSE IS YOUR WORK REVIEWED?**

To track employee development, performance, and opportunities for improvement.

**3. WHEN IS WORK REVIEWED?**

Annually and ongoing as opportunities for improvement are identified.

**GUIDELINES**

**A. WHAT SPECIFIC LAWS, ORDINANCES OR REGULATIONS DO YOU FOLLOW OR USE AS A REFERENCE IN PERFORMING YOUR JOB?**

Federal and state laws, local policies, and ordinances

**B. WHAT OTHER PRACTICES OR DEPARTMENTAL POLICIES DO YOU FOLLOW OR UTILIZE IN PERFORMING YOUR WORK?**

Cass County Employee Handbook, Cass County Commission Policy

**PERSONAL CONTACTS**

**A. WHAT KIND OF PEOPLE DO YOU DEAL WITH IN CARRYING OUT YOUR DUTIES AND RESPONSIBILITIES? (CO-WORKERS, GENERAL PUBLIC, ETC.)**

Cass County Commissioners, Department Heads, employees, citizens of Cass County as well as elected and appointed officials from federal, state, and other local government entities.

**B. WHAT ARE THE PURPOSE OF THESE CONTACTS?**

To work collaboratively in the best interest of our taxpayers

**PHYSICAL DEMANDS**

**A. WHAT PHYSICAL EFFORTS ARE REQUIRED TO PERFORM YOUR WORK?**

Able to sit for extended periods of time, walk distances or stand for extended periods of time. Lift up to 25 lbs.

**WORK ENVIRONMENT**

**A. DESCRIBE THE ENVIRONMENT IN WHICH YOUR WORK IS PERFORMED.**

Office setting.

**FOR RECLASSIFICATION REQUESTS ONLY**

**A. HOW HAVE THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION CHANGED?**

This is a newly created position responsible for all duties of the Director of Human Resources duties and the duties as the Assistant County Administrator.

**SUPERVISION**

(COMPLETE ONLY IF YOU ARE RESPONSIBLE FOR THE WORK OF OTHERS)

**A. LIST THE NAMES AND JOB TITLES OF ALL EMPLOYEES WHO WORK UNDER YOUR SUPERVISION.**

HR Assistant, Payroll clerk

**B. DESCRIBE YOUR SUPERVISORY RESPONSIBILITIES.**

Ensure policies, laws and Human Resource duties are carried out following the law and ensuring changes in laws or policies are implemented and followed.

**TRAINING AND EXPERIENCE**

- A. PLEASE INDICATE THE MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS THAT YOU BELIEVE ARE ESSENTIAL TO THIS POSITION.**

This job requires a master's degree in Public Administration, Business Administration or equivalent work experience including significant experience in the public sector. Must possess a valid driver's license.
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**I CERTIFY THAT THE PRECEDING INFORMATION IS ACCURATE AND COMPLETE**

<b>SIGNATURE OF EMPLOYEE:</b>	<b>DATE:</b>
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**PART 2:**

**SUPERVISOR'S COMMENTS**

(TO BE COMPLETED BY IMMEDIATE SUPERVISOR. DO NOT ALTER THE EMPLOYEE'S ENTRIES IN PART 1)

- A. DESCRIBE THE PRIMARY FUNCTION OF THE UNIT YOU SUPERVISE.**
- B. LIST ANY ADDITIONS TO THE STATEMENTS MADE BY THE EMPLOYEE IN PART 1.**
- C. OTHER INFORMATION**

I CERTIFY THAT THE PRECEDING INFORMATION IS ACCURATE AND COMPLETE.

\_\_\_\_\_  
SIGNATURE OF SUPERVISOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMENTS

POSITION ANALYSIS QUESTIONNAIRE  
PAGE 7

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SIGNATURE OF DEPARTMENT DIRECTOR

\_\_\_\_\_  
DATE

**\*\*PERSONNEL DEPARTMENT ONLY\*\***

NEW POSITION \_\_\_\_\_ RECLASSIFICATION \_\_\_\_\_ DATE \_\_\_\_\_

PERSONNEL STAFF \_\_\_\_\_ AUDIT COMPLETED: YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS \_\_\_\_\_