

HUMAN RESOURCES DIRECTOR (Personnel Director)

CODES/PAY RANGE

Class Code: 1520

EEO Code: A

FLSA: E

Pay Range: C

MAJOR FUNCTION

Responsible administrative and technical work in directing the personnel services program for Volusia County Government.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Directs and supervises professional, paraprofessional and support staff engaged in Classification and Compensation, Employment, Training, Benefits, Payroll, and other human resource functions.

Plans, supervises, and directs the County Personnel Services program, including recruitment, examination, and selection for diverse occupational groups, maintenance of personnel records, development of personnel policies, and procedures, classification, compensation, and labor relations administration, and related personnel functions.

Administers the Merit System Rules and Regulations and issues operating instructions and procedures and interpretations of the rules as deemed necessary and appropriate. Prepares and recommends amendments to the County Council.

Develops and administers such recruitment and examination programs as may be necessary and appropriate to obtain an adequate supply of qualified applicants to meet the needs of the County government.

Prepares and maintains a position classification plan and compensation Plan to ensure proper classification and favorable competitive wages for all positions.

Oversees administration of employee benefits program and county health insurance plans. Ensures completeness and accuracy of employee payrolls; directs any corrective actions necessary.

Establishes and maintains a roster of all employees in the County service.

Develops and directs employee orientation, training, counseling, and career development in conjunction with service group directors for the purpose of improving the quality of services rendered to the citizenry and of aiding employees to equip themselves for advancement in the County service.

Develops, maintains, and supervises personnel systems, forms, procedures, and methods of record keeping.

Manages county wide wellness program. Oversee operation of county wellness facilities.

Certifies to the propriety of appointments, promotions, demotions, discipline, dismissals, and other personnel actions. Administers an employee performance evaluation system for both probationary and periodic reviews. Administers the employee health, life, and disability and other insurance programs.

Acts as Secretary and provides staff support to the Personnel Board.

Coordinates the labor relations activities including negotiations, grievance processing, counseling, etc.

Implements and maintains an affirmative action plan to promote equal employment opportunity.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices, and procedures of public personnel administration and management. Knowledge of recent developments in the field of public personnel administration. Knowledge of statistical concepts and methods. Knowledge of federal legislation and court decisions concerning equal opportunity and affirmative action. Knowledge of labor and employee relations. Knowledge of unemployment benefit programs. Knowledge of budgetary process. Knowledge of the principles and techniques of modern office management and procedures.

Ability to plan, direct, and coordinate the work of technical subordinates engaged in personnel administration. Ability to supervise the maintenance of a variety of records and to prepare and submit reports. Ability to analyze facts and to exercise sound judgement and to arrive at valid conclusions. Ability to express ideas clearly and concisely, orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business or Public Administration, Personnel or related field, and five (5) years of progressively responsible management experience in Human Resources Management and Administration.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend professional and technical journals and manuals; legal documents, statutes, ordinances; financial reports; letters, memos, instructions, etc. Ability to speak publicly and extemporaneously; conversant in theory, policies and procedures of discipline. Ability to perform advanced mathematical functions including statistics, ratios. Ability to write agenda, legal documents, letters, memos, policy, procedures, etc. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/97
Replaces 10/94