

## POSITION DESCRIPTION

Title: Personnel Director

Department: Personnel Department

Job Analysis: 04/85, 07/95, 01/01, 06/03, 10/05, 05/06, 08/08, 12/10, 09/18, 03/19, 09/21

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports To: County Commission

Subordinate Staff: Asst. Personnel Director, Risk Manager, Safety Coordinator, Workers Compensation Coordinator, ~~Employee Relations/Training Administrator, Personnel Specialist II, Personnel Specialist I Administrative Support Specialist II, Benefits Specialist~~

Internal Contacts: County Employees, County Administrator, County Commission, and other Elected Officials

External Contacts: General Public, Training Organizations and Benefits Providers

Status: Exempt/Appointed Contract (A/E)

### Job Summary

The Personnel Director guides and manages the overall provision and implementation of Personnel services, policies and programs for the entire county. The major areas directed are: recruiting and staffing; organizational and space planning; performance management and improvement systems; organization development; employment and compliance to regulatory concerns; employee orientation, development, and training; policy development and documentation; employee relations; compensation and benefits administration; employee safety, welfare, wellness and health; and employee services and counseling.

The Personnel Director originates and leads Personnel practices and objectives that will provide an employee-oriented, high performance culture that emphasizes confidence, quality, productivity, high standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

The Personnel Director coordinates implementation of services, policies and programs through Personnel staff and assists and advises County Commission, Elected Officials, County

Administrator and Department Heads on Personnel issues.

### **Job Domains**

#### **A. Administration**

1. Oversees the implementation of Personnel programs through Personnel staff. Monitors administration to established standards and procedures. Identifies opportunities for improvement and resolves any discrepancies.
2. Oversees and manages the work of Personnel staff. Encourages the ongoing development of the Personnel staff.
3. Develops and monitors an annual Personnel budget.
4. Conducts a continuing study of all Personnel policies, programs and practices to keep management informed of new developments.
5. Leads the development of department goals, objectives, and procedures.
6. Establishes department measurements that support the accomplishment of the County's strategic goals.
7. Directs the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepares periodic reports to track strategic goal accomplishment.
8. Develops and administers programs, procedures, and guidelines to help align the workforce with the strategic goals of the County.

#### **B. Training and Development**

1. Defines all County-wide training programs.
2. Leads the implementation of the performance management system that includes performance development plans and employee development programs.
3. Establishes an in-house employee training system that addresses County training needs, including training needs assessment, new employee orientation and management development.

#### **C. Staffing**

1. Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
2. Conducts recruitment effort for all exempt and nonexempt personnel.
3. Supervises Personnel staff.

#### **D. Employee Relations**

1. Formulates and recommends Personnel policies and objectives for the County with regard to employee relations.
2. Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.

3. Conducts investigations when employee complaints or concerns are brought forth.
4. Monitors and advises managers and supervisors in the progressive discipline system of the County. Monitors the implementation of a performance improvement process with non-performing employees.
5. Reviews, guides and recommends actions in regard to employment terminations, suspensions, demotions and disciplinary actions.
6. Leads the implementation of County safety and health programs.
7. Reviews employee appeals through the company complaint procedure.

#### E. Compensation and Benefits

1. Establishes the County wage and salary structure, pay policies and oversees the various pay systems within the county.
2. Leads competitive market research to establish pay practices and pay scales that help to recruit and retain superior staff.
3. Monitors all pay practices and systems for effectiveness and containment.
4. Obtains cost effective, employee benefits; monitors national benefits environment for options and cost savings.
5. Leads the development of benefit orientations and other benefit training.
6. Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.

#### F. Law

1. Leads County compliance with all existing labor, legal and government reporting requirements including the Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, etc. Works to minimize County exposure to lawsuits.
2. Directs the preparation of information requested or required for compliance with applicable laws. Approves all information submitted. Serves as the primary contact with the County attorneys and outside government agencies.
3. Protects the interests of employees and the County in accordance with county Personnel policies and governmental laws and regulations.

### **Knowledge, Skills, and Abilities**

1. Skills to communicate with employees, applicants and officials.
2. Skills to perform basic arithmetic functions.
3. Skills to complete various forms, records and general correspondence.
4. Considerable knowledge of personnel functions and practices.
5. Knowledge and abilities to conduct job analysis.
6. Knowledge of state and federal laws that pertain to personnel activities.
7. Ability to work independently.
8. Knowledge of departmental policies and procedures and ability to apply them to work related problems.

9. Knowledge of general office procedures.

#### **Minimum Qualifications**

1. Possess a current driver's license.
2. Possess a Bachelor's Degree in Management, Personnel Administration or closely related field, or equivalent experience.
3. Willing to travel for purpose of professional development.
4. Willing to work non-standard hours as required.