

PERSONNEL MANAGER

NATURE AND VARIETY OF WORK

This is highly responsible professional managerial and administrative work performed in support of the Personnel Officer which includes primary responsibility for directing and managing the overall activities of one (1) of the major operating divisions within the Office of Personnel such as classification and compensation, recruitment and examination, employee relations, employee training and development, or employee benefits and pensions. As a division chief, primary responsibilities include supervising, planning, coordinating and continually appraising the activities of a professional, para- professional and clerical staff in order to accomplish the respective and specific divisional missions, goals, and objectives as a integral part of the County's comprehensive personnel management system. Work is evaluated by the Personnel Officer through conferences, by a review of completed work products and projects, and by monitoring the effectiveness and efficiency of operations to accomplish respective divisional goals and objectives.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Directs one of the divisions within the Office of Personnel.

Acts as liaison and provides technical support to County departments/agencies/users in all facets of the County's personnel and human resource management programs to which assigned.

Analyzes and evaluates new and existing programs in terms of meeting the County's personnel and human resource management needs in order to comply with changing legal and governmental requirements.

Recommends modification or the implementation of new and innovative programs with the end objective of improving human resources efficiency and effectiveness.

Assists with administration of County personnel policies and laws and proposes amendments to Personnel Law and Procedures.

May serve as the office representative at various meetings and as an advisor on the implications of personnel policies, programs and proposed organizational changes.

Prepares the divisional budget and allocation of funds.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of the principles and practices of public personnel administration in the area to which assigned.

Extensive knowledge of County government programs and operations.

Thorough knowledge of current legal trends and policies affecting public personnel administration.

Ability to plan and direct key activities characteristic of a functional area within personnel administration, e.g., classification and compensation, recruitment and examination, employee relations, training and development, and employee benefits.

Ability to plan, direct, and coordinate the activities of a subordinate staff.

Ability to establish and maintain effective and professional work relationships with County officials, representatives, and the general public.

Ability to expedite major and complex personnel projects and assignments from their initial inception to ultimate completion.

Ability to prepare complex and detailed narrative reports, correspondence, and legislation.

MINIMUM QUALIFICATIONS

Master's degree in personnel administration, business/public administration, psychology, sociology, or a closely related field, plus a minimum of four (4) years of responsible professional experience in public personnel and human resource administration with at least two (2) of the years in a supervisory or management level capacity; or an equivalent combination of education and experience.

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