

DIRECTOR, HUMAN RESOURCES

| Job Code | Pay Grade |
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| 20290 | E4 |

Nature of Work

This is highly responsible administrative, professional, technical, supervisory, and managerial work directing the Unified Personnel System for Pinellas County. Work involves development and implementation of organization-wide policies and programs to include: planning and directing comprehensive personnel programs including recruitment, selection, placement, classification, compensation, benefits administration, staff development and training, tuition reimbursement, employee communications, publications/awards, volunteer services, records systems administration, and related personnel activities. An employee in this class is required to exercise versatility in developing and establishing effective personnel programs. General direction is provided by the Unified Personnel Board in terms of major objectives to be accomplished. Work is performed with considerable independent judgment, discretion, and initiative in carrying out the mission of the department with efficiency and effectiveness.

Minimum Qualification Requirements

- Bachelor's Degree with major coursework in business, public administration, human resources or related field and 4 years responsible professional work in human resource management that include 2 years supervising professionals implementing 2 or more major human resource areas of responsibility; or
- Master's Degree and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, directs, coordinates and exercises general supervision through divisional supervisors over personnel engaged in diversified personnel management activities including recruitment, selection, classification, compensation, benefits administration, staff development and training, personnel records and transactions.
- Formulates new personnel policies and revisions of existing policies for review by Appointing Authorities and the Employees' Advisory Council and action by the Personnel Board.
- Consults with management regarding employee relations problems such as possible adverse actions to be taken against employees or morale problems in the workplace.
- Formulates with assistance of departmental staff annual goals and methods of evaluating accomplishment of those goals and other departmental activities.
- Presents county policy and personnel matters to department heads, elected officials, or individual employees.
- Represents the department at various national, state and/or local personnel conferences, seminars and meetings.
- Directs the development and revision of the classified and exempt pay plan and benefit program.
- Serves as Executive Secretary of the Unified Personnel Board.
- Performs related work as assigned or required.

DIRECTOR, HUMAN RESOURCES (continued)

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Knowledge, Skills, and Abilities

- Knowledge of the principles, practices and procedures of public personnel administration.
- Knowledge of the terminology, job content, and qualification requirements of a variety of public occupations.
- Knowledge of recent developments, current literature and sources of information in the field of public personnel administration.
- Knowledge of statistical concepts and methods.
- 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 activities of personnel administration.
- Ability to supervise the maintenance of a variety of records and to prepare and submit required regular and special reports.
- Ability to apply computer applications and software.
- Ability to analyze facts and to exercise sound judgment and to arrive at valid conclusions.
- Ability to express ideas clearly and concisely, orally and in writing.

For official use only

| Revised | EEOC Code | Overtime Code |
|---------|----------------------|---------------|
| 1/09 | Officials & Managers | Exempt |