



## **Employee Relations & Workforce Director**

**Category:** Exempt  
**Pay Grade:** E40  
**Job Code:** 20282

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs highly responsible executive-level, senior management work directing employee relations and workforce development functions and activities for departments under the County Administrator. Work involves development and implementation of major goals to support broad functional objectives, including departmental policy development within the areas of workforce development and employee evaluation, recruitment, selection, classification, compensation, staff development and training on behalf of the County Administrator. The incumbent will work directly with departments under the County Administrator on human resources issues, evaluation systems, and training needs and will also be engaged in personnel management activities including recruitment, selection, classification, compensation, staff development and training on behalf of the County Administrator. The Employee Relations and Workforce Director will direct employee relations programs, policies, and procedures and serve as the County Administrator's representative to Human Resources. The position may be assigned responsibility for coordinating the administrative activities of one or more department subordinates to the Office of the County Administrator. Supervision of work is of a general nature and is incidental to the principal duty of assisting the County Administrator.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- May instruct, assign or supervise the work of subordinate employees in the accomplishment of the work of the County Administrator's office;
- Plans, directs, and coordinates diversified personnel management activities including recruitment, selection, classification, compensation, benefits planning and review, staff development and training, for departments under the County Administrator;
- Reviews new personnel policies and revisions of existing policies for employees under the County Administrator;
- 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, or individual employees;
- Represents the County Administrator at various national, state and/or local personnel conferences, seminars and meetings;
- Reviews and is engaged in the development and revision of the exempt pay plan and benefits program;
- Performs related work as assigned or required.

## **QUALIFICATIONS**

### **Education and Experience:**

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

### **Special Qualifications** (May be required depending on area of assignment):

- 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 knowledge, skills, abilities, and credentials required for a specific position.

### **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 analyze and solve administration problems and render advice and assistance on each;
- Ability to represent the county in public speaking requests;
- 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 present oral and written comments and recommendations clearly and concisely.

## **PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

## **WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.