



## **Human Resources Assistant Director**

**Category:** Exempt  
**Pay Grade:** E31  
**Job Code:** 20284

*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 managerial and supervisory work leading and directing subordinate supervisors and staff to implement human resource (HR) policies, processes, and programs of the Pinellas County Unified Personnel System (UPS); assists the director with developing and implementing policies and programs to include planning and directing comprehensive personnel programs; performs as an expert manager responsible for planning, directing, supervising, and coordinating other professional and technical staff to implement complex human resource programs involving specialized areas and assignments.

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

- Establishes and reviews key strategic priorities and translates them into actionable and quantitative plans.
- Plans, directs, coordinates, and exercises general supervision through divisional supervisors over personnel engaged in diversified personnel management activities;
- Acts as HR director if the director is not present;
- Assists the director with formulating annual goals and methods of evaluating accomplishment of those goals and other departmental activities with assistance of departmental staff;
- Manages and supervises the budget and staff resources of several department functions in order to provide personnel services and implement a comprehensive mix of personnel/human resource programs and personnel services;
- Represents the organization at meetings, conferences, and other important operations meetings interacting with officials and managers to administer personnel programs and deliver high quality services;
- Assists managers in the preparation of policies, procedures, and prepares budget and controlling departmental procedures/operations to conform with requirements and resource plans;
- Advises managers, officials, employees, and others on complicated administrative employment issues, rules, and regulations and oversees major legal investigations;
- Administers and interprets County personnel policies for administrators, managers, or individual employees;
- Performs other related job duties as assigned.

### **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.
- Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific HR programs and functions.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of employment organizations and personnel administration processes, laws, rules, and regulations;
- Knowledge of federal, state, and local laws and guidelines pertaining to employment;
- Knowledge of the principles, practices, and procedures of public and business administration, as applied in a large organization;
- Knowledge of budget and accounting principles, practices, and procedures, as applied in a large organization.
- Knowledge of County budgeting procedures and ability to apply this knowledge to administer and coordinate administrative and operational budgets;
- Knowledge of the principles of management and supervision;
- Knowledge of computer systems and operations to implement and administer human resource operations and services;
- Knowledge of statistical concepts and methods;
- Knowledge of public administration techniques and principles and practices;
- Knowledge of laws, rules, and regulations applicable to County government;
- Ability to apply computer applications and software;
- Ability to develop and implement progressive policies and practices to achieve affirmative action, productivity, cost containment, and other human resource objectives;
- Ability to lead a diverse staff responsible to implement a comprehensive mix of personnel services;
- Ability to establish and maintain effective working relationships with administrative officials, associates, and the general public;
- Ability to develop administrative practices, procedures, and systems for personnel programs;
- Ability to analyze facts and to exercise sound judgment and to arrive at valid conclusions;
- Ability to prepare and deliver instruction and learning plus lead individuals and groups to meet desired objectives;
- Ability to effectively communicate both orally and in writing to groups and individuals.

**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.