



Director, Human Resources

Category: Exempt
Pay Grade: E40
Job Code: 20290

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 administrative, professional, technical, supervisory, and managerial work directing the Unified Personnel System for Pinellas County, under the supervision of the Unified Personnel Board; develops and implements organization-wide policies and programs; exercises versatility in developing and establishing effective personnel programs.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, directs, coordinates, and exercises general supervision through divisional supervisors over personnel engaged in diversified personnel management activities;
- 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 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.
- 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 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.

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:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- 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.

WORKING CONDITIONS

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