



**TITLE: PERSONNEL DIRECTOR**

**FLSA: Exempt**

**BOARD APPROVED: January 08, 2008**

**CONTRACT MGMT.**

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### **DEFINITION**

Under administrative direction of the Chief Administrator, plans, organizes and administers the County personnel program, ensuring County compliance with all applicable federal and state regulations, memorandums of understanding, local rules, and policies and procedures. Performs related professional and administrative work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Chief Administrator. Provides direct supervision of Personnel Division staff.

### **CLASS CHARACTERISTICS**

This management classification is responsible for managing the operations and services of the Personnel Office, which includes policy direction, recruitment, selection, benefits, labor relations, training, workers' compensation, loss prevention, and serves as the Safety Officer.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Administers and evaluates the hiring, management and termination of County employees and the disbursement of benefits to the entire workforce. Identifies problem areas and makes recommendations for policy and procedure adjustments as necessary, taking all applicable ethics and legal ramifications into consideration.
- Supervises, assigns and reviews the work of Personnel Division staff; hires/discharges division personnel.
- Provides guidance to department heads regarding proper personnel practices, workplace activities, behaviors, decisions, etc.
- Researches, implements, monitors and ensures compliance with various federal and state regulations as they relate to personnel functions, including EEO, FLSA, FEHA, OSHA and various others as applicable.
- Administers an effective recruitment program. Posts positions; accepts and screens applications; assists department heads in employee selection. Recruits department heads as necessary.

- Develops and implements effective prevention and compliance training program for County employees.
- Administers the classification and compensation plan; manages conduction of salary and classification surveys as needed.
- Directs the County's benefit program; manages insurance enrollment and implementation; assists in the management of the worker's compensation program.
- Coordinates employee grievance procedures.
- Coordinates investigations of workplace wrongdoing as necessary.
- Administers workers compensation program coordinating with Risk Manager/Fiscal Manager as it relates to program cost allocations, budget analyses, policies and procedures, reserves and program funding.
- Coordinates with Risk Manager/Fiscal Manager to ensure compliance with Americans with Disabilities Act with respect to County facilities used by employees.
- Directs and coordinates County return to work and accommodation programs.
- Directs and coordinates the County safety program and serves as Safety Officer.
- Researches, secures, analyzes and compiles information for use in administrative policy and decision making throughout the organization.
- Serves as a/the primary contact with employee units to discuss issues, provide interpretation, and resolve issues listed above.
- Assists in the development of County policies and procedures related to human resources for approval by the Board of Supervisors; prepares agenda items for consideration by the Board of Supervisors and appears before the Board, as necessary.
- Receives and responds to departmental inquiries and requests for assistance regarding personnel policies, procedures and programs.
- Represents the County in employee negotiations, as necessary.
- Coordinates DOT compliance drug testing, as necessary.
- Performs related work as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Public personnel policies and practices;
- Principles, practices and techniques of public administration;
- Laws and regulations governing human resource administration and employer/employee relations;
- Methods involved in employee negotiations, recruitment, compensation, administration and risk management;
- Administrative principles involved in developing, directing and supervising various programs of the County;
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures;
- Modern office practices, methods and computer equipment;
- Record keeping principles and procedures;
- Computer applications related to the work;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

**Ability to:**

- Plan, develop and implement comprehensive personnel, employment relations and risk management programs;
- Analyze a variety of complex administrative and organizational problems and make sound policy and procedural recommendations;
- Properly interpret and make long-term goals related to County purposes;
- Assist, motivate and provide supervision and/or leadership to support staff;
- Work under stressful conditions related to meeting deadlines, internal problems, etc.;
- React calmly and professionally in emergency, emotional and/or stressful situations;
- Maintain high personal standards of ethics and integrity;
- Make sound, educated decisions;
- Input and retrieve data from required computer systems and programs at the speed and accuracy required to perform the essential functions of the position;
- Work independently and as a team member;
- Use English effectively to communicate in person, over the telephone and in writing;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines;
- Operate modern office equipment including computer equipment and specialized software applications programs;
- Maintain significant flexibility in daily operations and decision making;
- Read and interpret various materials pertaining to the responsibilities of the job;
- Assemble and analyze information and prepare written reports and records in a clear and concise manner.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines in politically sensitive situations;
- Establish and maintain effective working relationships with those contacted on the job, including those of different social, ethnic and economic backgrounds.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade and graduation from an accredited college or university with a Bachelor's degree and five (5) years of progressively responsible professional personnel or human resources experience, including three (3) years of supervisory experience.
- Other combinations of education and experience may be considered.

**License and Special Requirements:**

- Requires a valid California driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect County development sites, to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. While this is primarily a sedentary office

classification; the job also involves field investigation work requiring walking at work site areas to investigate personnel related concerns and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds, as necessary to perform job functions.

### **WORKING CONDITIONS**

Employees primarily work in an office environment with moderate noise levels and controlled temperature conditions, and however when investigating in the field, may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT  
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**