

**PERSONNEL DIRECTOR**

DEFINITION

To plan, direct and review the activities and operations of the county's personnel and employee relations program, including recruitment and selection, affirmative action, classification, compensation, employee benefits and records, training, and labor relations and negotiations; to provide highly responsible and complex administrative support to the Board of Supervisors and department heads.

DISTINGUISHING CHARACTERISTICS

This is a single-position department head classification responsible for the overall administration of the Personnel and Employee Relations programs for Glenn County. The incumbent reports to and serves at the pleasure of the Board of Supervisors.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Board of Supervisors; exercises direct supervision over technical and clerical staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Administers and directs a comprehensive personnel program.

Formulates and recommends policies, regulations and practices for carrying out the program; administers personnel rules; coordinates the various phases of implementation for policies, practices, ordinances and resolutions.

Consults with and advises county staff in personnel matters.

Selects, trains, motivates and evaluates the work of department personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures as required.

Directs, oversees and participates in the development of the department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and practices.

Negotiates with representatives of labor organizations; develops cost data and research materials, and analyzes and prepares county response; consults with Board of Supervisors during negotiations; prepares Memoranda of Understanding.

Meets with and interviews employees, employee representatives and department management staff on grievance matters; administers grievance and appeal provisions of the personnel rules; develops related forms and procedures; schedules hearings before arbitrators; implements arbitrators' findings and orders.

Directs and participates in the administration of the classification and compensation plan, employee benefits, recruitment and selection, training, affirmative action, and employee performance rating programs.

Ensures the maintenance of accurate and up-to-date employee service records and other personnel records.

Assists departments in developing light duty and rehabilitation procedures.

Receives and reviews employee accident reports; monitors compensation and injury reports; prepares OSHA reports; maintains related records.

Reviews and analyzes reports, legislation, court cases, and related personnel matters; prepares the initial responses for legal actions.

Supervises and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

Coordinates department activities with those of other departments and outside agencies and organizations.

Provides staff assistance to the Board of Supervisors.

Prepares staff reports and necessary correspondence.

Participates on a variety of boards and commissions; attends and participates in professional groups and committees.

Prepares and submits reports as required.

Performs related duties as required.

#### QUALIFICATIONS:

##### Knowledge of:

Pertinent federal, state and county laws and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of public personnel program development and administration.

Methods and techniques used in labor relations, recruitment and selection, classification, salary and benefits administration, affirmative action, training, and risk management.

Principles and practices of collective bargaining and labor contract administration.

Principles of supervision, training and performance evaluation.

Principles and practices of county administration and organization.

Principles and practices of budget preparation and administration.

Modern office practices and technology, including the use of computers for data and word processing.

Basic mathematical principles.

Ability to:

Understand and apply and enforce pertinent laws, policies, rules and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Effectively administer a variety of public personnel program activities.

Identify and respond to public and Board of Supervisors issues and concerns.

Gain cooperation through discussion and persuasion.

Select, supervise, train and evaluate the work of staff.

Prepare and administer a budget.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Make required calculations accurately as required.

Maintain records and prepare required reports.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in personnel/labor relations administration, including two years of administrative and supervisory responsibility.

Training:

Bachelor's degree from an accredited college or university with major course work in business, public or personnel administration, or related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, a valid California driver's license.

Classification Code:	0986986
Bargaining Unit:	04
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"