

PERSONNEL DIRECTOR

DEFINITION

Under direction of the County Administrative Officer and the Board of Supervisors plans, directs and evaluates the activities and operations of the County's personnel and employee relations programs. Areas of responsibility include recruitment and selection, affirmative action, classification and compensation, employee benefits and records, training and development, and labor relations and negotiations. Provides 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 analytical, 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.
- Directs the maintenance of personnel records, personnel transactions, applications, examinations, eligibility certifications, appointments, promotions, transfers, resignations, terminations and layoffs; directs in-service training programs for employee and management development and employee work performance and evaluation.
- Consults with and advises county staff in personnel matters.
- Maintains awareness of current labor laws, practices and new developments in the field of personnel.
- Consults with and advises department heads on policy compliance and individual departmental personnel matters, including collaborating in the development of alternate strategies when issues arise and assisting with the implementation of solutions.
- 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.

- 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.
- Composes and issues bulletins and correspondence pertaining to various personnel matters.
- 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.
- Assists departments through the interactive accommodation process in determining the appropriate accommodations for employees who have serious medical conditions or disabilities.
- 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.
- Prepare staff reports and necessary correspondence.
- Represents the County at various professional groups and maintains professional relationships with other public and private agencies.
- Implement County-wide employee evaluation program.
- Prepares and submits reports as required.
- Performs related duties as required.
- Plans, administers, and directs a comprehensive personnel program for the County.
- Develops, recommends, and implements personnel policies, rules, regulations, and practices; ensures compliance with applicable laws, ordinances, and resolutions.
- Oversee the maintenance of personnel records and transactions, including applications, examinations, certifications, appointments, promotions, transfers, resignations, terminations, and layoffs.
- Direct in-service training and employee development programs, including performance evaluation systems.

- Provides consultation and technical advice to County staff and department heads on personnel policies, compliance, and employee relations matters; assists in developing and implementing solutions to complex personnel issues.
- Stays current on labor laws, regulations, and best practices in the field of human resources.
- Selects, trains, motivates, and evaluates assigned staff; provides coaching and training; addresses performance issues; and administers discipline and termination when required.
- Negotiates with labor organizations; develops cost analyses and supporting materials; prepares County positions and responses; and drafts and administers Memoranda of Understanding (MOUs).
- Meets with employees, labor representatives, and management staff to address grievances; administers grievance and appeal procedures; coordinates hearings and implements outcomes.
- Oversees classification and compensation, employee benefits, recruitment and selection, training, affirmative action, and related HR programs.
- Assists departments in complying with the interactive process for employees requiring medical accommodation or disability-related adjustments.
- Reviews employee accident and injury reports; monitors workers' compensation claims; prepares OSHA reports; and maintains related records.
- Researches, analyzes, and prepares responses to legislation, regulations, court rulings, and legal actions affecting personnel practices.
- Develops and administers the departmental budget; forecasts staffing and resource needs; monitors and approves expenditures; and makes mid-year adjustments.
- Coordinates personnel activities with other County departments, outside agencies, and organizations.
- Provides staff support to the Board of Supervisors; prepares staff reports, correspondence, and recommendations.
- Represents the County in professional meetings, committees, and public and private agency contacts.
- Administers the Countywide employee evaluation program and prepares required reports.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Federal, State, and local labor laws, regulations, policies, and court decisions related to public personnel administration.
- Principles and practices of public personnel program development, administration, and evaluation.

- Organizational and management practices for analyzing and improving programs, policies, and operational needs.
- Methods and techniques in labor relations, recruitment and selection, job classification, compensation and benefits administration, affirmative action, training and development, and risk management.
- Principles and practices of collective bargaining and labor contract administration.
- Principles and techniques of supervision, training, and performance evaluation.
- Principles and practices of County government administration and organization.
- Methods of job classification, position analysis, and compensation studies.
- Principles and practices of budget development, administration, and fiscal management.
- Modern office practices and technology, including the use of computers and software applications for data management and word processing.
- Principles and practices of customer service and public employment services.
- Basic mathematical concepts and applications.

Ability to:

- Plan, manage, and evaluate complex human resources programs and activities.
- Develop and implement goals, objectives, policies, and procedures that promote accountability and high-quality outcomes.
- Select, train, motivate, and evaluate professional and support staff; plan, prioritize, and supervise the work of others effectively.
- Interpret and apply Federal, State, and local laws, regulations, and policies related to human resources administration.
- Plan, manage, and evaluate complex human resources programs and activities.
- Prepare, administer, and monitor departmental budgets, revenues, and expenditures.
- Collect, analyze, and evaluate statistical and program data; present findings, conclusions, and recommendations clearly.
- Prepare agendas, reports, and related documents, and carry out the decisions of the Merit Board.
- Establish and maintain effective working relationships with County departments, external agencies, employees, labor representatives, and the public.
- Communicate tactfully, diplomatically, and persuasively when addressing sensitive issues or resolving conflicts.
- Build cooperative relationships and foster collaboration among diverse stakeholders.
- Communicate effectively, both orally and in writing, in a clear, concise, and professional manner.
- Provide sound advice and collaborate effectively with department heads, managers, and staff to ensure compliant and effective HR practices.

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:

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

Education:

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

LICENSE OR CERTIFICATE:

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