



**Warren C. Evans**  
County Executive

## **CHIEF OF ADMINISTRATION – P/HR**

### **GENERAL SUMMARY:**

The Chief of Administration provides oversight, development, implementation and assessment of workforce management and administration processes that optimize delivered services. This role leads and supports the services, contracts, funding and projects associated with P/HR, to ensure effectiveness of service delivery, resource utilization and results, as prescribed by Charter.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Assists in the evaluation, development and implementation of all functions within the Department of Personnel/Human Resources
- Consults with various County departments and elected offices, to assist in meeting their HR goals
- Administers and develops HR Policies, procedures, handbook and rules
- Oversees the compensation plan and payroll administration for Wayne County, including approving salaries/grade changes and managing allowances and leave banks
- Oversees, develops and modifies the department's budget, including quarterly reports, monitoring charge backs, and authorizing purchases
- Directs the workforce management team
- Performs other duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of purchasing and procurement requirements
- Knowledge of 21<sup>st</sup> century principles and procedures of human resources
- Ability to prepare financial and statistical reports and analysis
- Development of Wayne County Policies
- Knowledge of talent management practices

- Application of information technology, computing, and security
- Application of project management techniques
- Application of audit & control measures
- Interpersonal skills to manage and lead staff and initiatives
- Interpersonal skills for customer service
- Ability to educate, influence and motivate

**\*Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

#### **REQUIRED COMPETENCIES:**

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

#### **DESIRED EXPERIENCE AND TRAINING:**

Experience: Seven years of progressively responsible human resources experience.

Training: Bachelor's degree in Public Administration, Business Administration or a related field or equivalent educational experience. Master's Degree preferred.

#### **WORKING CONDITIONS:**

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Department of Personnel/Human Resources  
County of Wayne, Michigan  
February 2013