



Warren C. Evans
County Executive

**DEPUTY DIRECTOR OF PERSONNEL HUMAN RESOURCES /
LABOR RELATIONS DIRECTOR**

GENERAL SUMMARY:

The Deputy Director of P/HR / Labor Relations Director provides oversight, development, implementation and assessment of organizational labor relations and collective bargaining initiatives, and works ***under the direct supervision of the Chief Executive Officer (CEO)***. Additionally, 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. This position reports to the Director of Personnel Human Resources.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides management and oversight of labor and employee relations for Wayne County
- Provides leadership in the development of labor negotiation strategies
- Provides Civil Service oversight and appeal process advocacy
- Advises managers and supervisors on various human resources and labor relations issues
- May develop or review cost and impact analysis and mapping
- Assists the director with day-to-day operations of the P/HR Department
- Coordinates with Corporation Council in the management of outside legal council
- Assists in the development and management of the department budget
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Equal Employment Opportunity, Americans with Disability Act, the Family Medical Leave Act and labor/employment laws and practices
- Knowledge of Wayne County rules, policies, procedures and CBA's
- Knowledge of supervisory & management principles and practices
- Knowledge of benefit plan designs, employee costs, and compensation practices
- Analytical ability to evaluate employee issues and develop effective solutions
- Financial & issue mapping, projections and analysis of impact
- Computer skills necessary to maintain various departmental records documents and reports
- Ability to communicate with all levels of staffing and outside vendors
- Ability to influence and drive change and acceptance
- Ability to mediate and mitigate conflict with sound resolution
- Ability to develop long and short-term strategic planning
- Development and maintenance of budget
- Versed in labor and employment trends

***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 human resources management and labor relations experience. Five to seven years of supervisory experience serving at the senior leadership level.

Education: Masters degree in Human Resources, Labor Relations or a related field or equivalent educational experience.

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.