



Warren C. Evans
County Executive

DIRECTOR OF PERSONNEL/HUMAN RESOURCES

GENERAL SUMMARY:

The Director of Personnel/Human Resources reports to the COO and is responsible for the direction, oversight, development, implementation and assessment of the organizational processes, programs, plans and resources that align with operating objectives, as prescribed by Charter. This role leads and provides oversight to all P/HR services, contracts, funding and projects associated with P/HR, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Develops, implements and evaluates all aspects of the recruitment and employment programs for classified and unclassified staff including screening, selections and placement for employment to ensure the talent is aligned for the positions; provides guidance regarding employment hiring and selection policies and processes.
- Oversees the organizations employee's benefits programs assuring compliance with related legal requirements. Duties include, but are not limited to, enrolling new employees in benefit programs, working cooperatively with employees and insurance companies to resolve benefit open enrollment process, approving vendor invoices for payment and other related tasks; analyzing costs and benefits of alternate insurance providers/plans and recommends change to current employee benefit programs as appropriate.
- Oversees the organization's compensation programs assuring compliance with related labor contracts and legal requirements.
- Oversees the management of the labor relations function. Area of responsibility includes contract interpretation, preparation, and negotiation, investigating a variety of employee related issues/concerns/grievances, developing plans of action to address problem(s), working cooperatively with department directors/managers.

- Development and management of the departmental budget
- Oversees the maintenance of complete and accurate employee records and files; protects confidentiality of records and information.
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of personnel policies and procedures
- Knowledge of Equal Employment Opportunity, American Disability Act, Family Medical Leave Act and labor relation laws.
- Ability to prepare financial and statistical reports for departments' annual budget.
- Knowledge of supervisory principles and practices.
- Analytical ability to evaluate employee issues and develop effective solutions
- Computer skills necessary to maintain various departmental records documents and reports.
- Ability to communicate with all levels of staffing and outside vendors.

***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: Eight to twelve years of related 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, Public Administration or a related field.

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