



Warren C. Evans
County Executive

DIVISION DIRECTOR OF STRATEGIC BUSINESS P/HR

GENERAL SUMMARY:

The Division Director of Strategic Business provides oversight, design, implementation and assessment of organizational effectiveness and development initiatives that align resources with operating objectives, while optimizing delivered services. This role leads and supports the services, contracts, funding and projects associated with SPHR, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Designs and conducts process and/or resource mapping/reengineering, analyzes data and proposes improvements to enhance operational and resource efficiencies and effectiveness
- Designs, develops and trains the enterprise on talent inventory analysis of employee competencies to ensure needs assessment and gap analysis provides alignment with development initiatives and organizational needs
- Designs, develops and analyzes succession plan framework
- Designs, develops and trains the enterprise on result-oriented principles, in an effort to develop results orientated position descriptions
- Fosters employee empowerment, engagement and education through various strategic initiatives
- Supports testing and screening tools to ensure the attainment of qualified individuals to aid in the advancement and growth of the organization
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of strategic planning
- Knowledge of various learning & development techniques
- Knowledge of process mapping, analysis, and improvement measures
- Knowledge of root cause analysis

- Knowledge of problem solving
- Knowledge of positional competencies, traits and drivers
- Knowledge of organizational design and optimization techniques
- Knowledge of continuous improvement strategies and approaches
- Knowledge of project management processes
- Knowledge of budgeting
- Knowledge of cost and impact analysis
- Knowledge of information technology & HRIS applications
- Knowledge of teambuilding, collaboration & leadership techniques
- Knowledge of relationship building and influence
- Knowledge of best-in-class and industry business practices
- Knowledge of employment and HR procedures and laws
- Knowledge of MS applications
- Ability to communicate at all levels of the organization

***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 EDUCATION TRAINING:

Experience: Six years of human resource management experience.

Education: Bachelor's Degree in Human Resources, Business Administration, Public Administration or a related field or equivalent educational experience.

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