

PERSONNEL DIRECTOR

NATURE OF WORK

This is technical and administrative personnel work.

The position of this class is responsible for serving as director of personnel of the Municipal Employees Civil Service Board of the City and for serving as ex officio secretary of the Board. Work involves the day to day administrative and enforcement of the civil service system as provided for in the Act, rules and regulations, and the decisions of the Board. Work is performed with considerable latitude for independent judgment based on professional principles and practices of public personnel administration. Work is reviewed by the chairperson of the Board and Board members at meetings, for the effective administrative of the City's civil service system.

ILLUSTRATIVE EXAMPLES OF WORK {Employees of this classification must be able to perform the following. Physical and mental tasks related to these functions will be required. The following examples do not contain every task that could be reasonable assigned. The absence of a specific task here does not imply the task cannot be assigned if related to the nature of work, a logical assignment, or a business necessity.}

Plans, organizes, and performs activities related to the administration of the City's Municipal Employees Civil Service system; serves as ex officio secretary to the Board, formulates and recommends Civil Service Rules; prepares agenda and reports for special and regular meetings of the Board.

Prepares and maintains a position classification plan. Analyzes, formulates, and prepares position descriptions and pay ranges for classifications.

Formulates, prepares and administers examinations; recruits and interviews applicants; processes and certifies individuals on eligibility lists.

Reviews, approves or disapproves all payrolls for the classified service; processes, approves or disapproves changes in rates of pay for classified and temporary employees; prepares and submits a pay plan for the classified service.

Approves or disapproves persons submitted by appointing authority for reassignment, transfer, demotion, reinstatement, or temporary part-time, provisional, and substitute positions.

Coordinates investigations, appeals, and public hearings; subpoenas witnesses and records; insures the safeguard of department records.

Advises and assists the Mayor and City Council, department heads and employees with reference to maintenance and improvement of personnel standards and administration.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the practices, techniques, and laws required to develop, implement and evaluate personnel programs.

Knowledge of the elements of a modern personnel program.

Knowledge of the current literature, trends and developments in the field of personnel and civil service.

Ability to carry out technical and administrative duties in an efficient manner.

Ability to develop, implement, maintain, evaluate and modify a comprehensive and integrated personnel system.

Ability to organize and express ideas effectively in oral or written communications.

Ability to utilize available computer software and standard office equipment to complete daily activities related to Civil Service.

Ability to establish and maintain effective working relations with employees, supervisors, department heads, Mayor and Council, Civil Service Board, and the public.

TRAINING AND EXPERIENCE REQUIREMENTS

College degree in Personnel, Human Resource Management, Business, or Public Administration, or related field, or two years of experience in personnel management.