HUMAN RESOURCES DEPUTY DIRECTOR

DEFINITION OF WORK

Employee in this classification performs administrative, supervisory, and specialized professional work in directing the human resources systems and programs for the County. An employee in this class plans, organizes, develops, and implements a variety of personnel programs in cooperation with managerial levels in the organization. Work includes developing policies and programs, researching laws and practices of others, and planning for the implementation of effective human resources systems and practices with department heads and employees. Functions include recruitment and selection; benefits; workers' compensation; training and development; EEO; classification and compensation; salary and policy administration; employee orientation; employee relations; and personnel records management. Work requires an understanding of the laws and regulations affecting the human resources management field, considerable judgment and initiative in the development of programs and policy interpretation and application, and sound judgment in maintaining confidentiality regarding personnel actions. Work is performed under the general supervision of the Assistant County Manager and work is evaluated by discussion, reports, observation, and feedback from managers and employees.

EXAMPLES OF WORK

Employee develops, plans, and implements goals and objectives, policies and priorities of the human resources functions; develops and recommends human resources programs and policies; establishes the organizational direction and ensures current goals and objectives are aligned with the strategic plan of the County; analyzes policy and recommends improvements; establishes operational procedures; researches existing and new programs for alternative and innovative proposals; seeks legal advice, as necessary; performs professional level duties in the functional areas of talent acquisition and management; recruitment and selection, classification and compensation, workforce planning, employee relations, employee engagement, human resources metrics, employee development, and resolving policy issues and problems; supervises various direct services to employees through professional and technical staff; advises the Assistant County Manager on personnel related issues; confers with department heads on policy issues and interpretation; establishes project plans and timeframes for completion; advises employees on personnel policy and program matters; administers and monitors compliance with such policies or legal requirements as FLSA, FMLA, ADA, and EEOC; administers grievance procedures, the compensation and classification plan, and other applicable local, State and federal policies; prepares and submits records and reports as required by federal and/or State governing agencies; develops and maintains human resources related communication; conducts exit interviews; supervises proper personnel records management system; adheres to required laws and issues regarding confidentiality; works closely with departments on employee relations and recruitment and selection issues; conducts special projects as directed by management; participates in interviewing and selection processes as requested; ensures employee work environment is conducive to effective and efficient program operation and productivity; makes presentations to management and employee groups to provide information on programs, functions, changes in the human resources system; performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from an accredited four-year accredited college or university with a Bachelor's degree in

human resources and five years of progressively responsible HR experience including three years in a supervisory capacity; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Thorough knowledge of the principles and practices of public personnel administration and management principles, practices, and techniques as they relate to the administration of staffing resources and planning, position management, staff development and training, policy development and administration, employee relations, compensation, employee engagement, talent management, metrics, and related personnel and management functions and services; considerable knowledge of the laws and regulations that apply to personnel policies and practices in the public sector; considerable knowledge of administrative and managerial practices and techniques involved in directing human resource programs and services; ability to work independently and utilize judgment and discretion in programs; ability to establish and maintain an effective central human resources program and to provide management with costs projections, statistical trends, and program accomplishments; ability to develop long-term plans and goals for the human resources program; ability to analyze facts, programs, and costs and make recommendations and reports in oral and written forms; ability to maintain the confidentiality of personnel records and discussions; ability to establish and maintain effective working relationship with officials, department heads, line supervisors, employees, and the general public.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with office work such as ergonomic and visual acuity issues.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of stooping, reaching, walking, fingering, grasping, hearing, talking, and repetitive motions.
Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.
Must possess the visual acuity to prepare data and statistics, work with accounting processes, handle proofing tasks, do extensive reading, and operate a computer terminal.

Cumberland County
July 2012