PERSONNEL DIRECTOR

Summary

The incumbent performs administrative work with responsibility for planning and implementing personnel policies, federal, state and county rules and regulations. Incumbent exercises considerable independent judgment as to detailed procedures necessary in organizing and recruiting workers and administering the personnel program. The work also includes a liaison between various department heads and division directors regarding certification of eligible applicants for appointment, promotions, transfers and other personnel transactions. Incumbent exercises strong technical and interpersonal skills. Supervision is received from the County Administrator.

Examples of Basic Tasks and Duties

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual department.

Consults with the County Administrator on technical personnel administrative matters.

Interprets the laws, rules and regulations for the County Administrator, department heads, elected officials and employees involving problems of classification, pay, suspensions, dismissals, leave, reinstatements and re-employment.

Administers the Affirmative Action Plan for Hinds County.

Counsels employees, analyzes employee grievances, and attempts to correct the situations that are causing friction and dissatisfaction.

Analyzes complex and confidential issues and takes appropriate action in accordance with policies and procedures; consults with board attorney as appropriate.

Coordinates staff training for a personnel performance appraisal system, conducting interviews, sexual harassment, employee grievance, leave, etc.

Maintains human resource records.

Conducts entrance and exit interviews.

Performs related or other duties as required or assigned.

Minimum Qualifications

A Bachelor's degree from an accredited four year college or university with a major in personnel management, business administration, public administration or related field and six (6) years of experience in work related to the above described duties with three (3) years of which must have been in a supervisory capacity.