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**DEPUTY DIRECTOR, DIVISION OF PERSONNEL**

**Nature of Work**

Under limited direction performs complex administrative work assisting the Director of the Division of Personnel in planning, organizing, directing and managing the functions of the Division. The position has wide latitude for the exercise of independent judgment and will act as a principal adviser to the Director as well as to the Office of the Cabinet Secretary for the Department of Administration. Performs substantial analysis and interpretation of theory and principles, professional practices, agency philosophy, policy and regulation. Performs related work as required.

**Examples of Work**

Assists in overseeing all operations and functions of the Division of Personnel to assure that all duties and responsibilities of the Division, as described in the West Virginia Code and corresponding legislative rules and policies, are performed.

Recommends and oversees the development of procedures, rules, policies and guidelines governing the operation of the Division.

Assists the Director in the preparation of any documents or information requested by the Governor's Office, the Office of the Cabinet Secretary, the legislature, the legislative auditor and/or any other state, federal or public or private entity.

Chairs meetings, delivers speeches and training sessions, writes and disseminates information and materials to explain law, rule and policies relevant to the Division's operation and functions.

Assists the Director in the day-to-day operation of the Division.

Manages the day-to-day operation of the Division in the Director's absence.

Plans, organizes, directs, supervises and manages the established functions of the Division and of subordinate Division staff.

Recommends and oversees preparation of legislation and legislative rules consistent with the mission of the Division.

Recommends and oversees proposals and presentations to the State Personnel Board.

Serves as liaison with legislators, other state officials, State Personnel Board, federal officials, public or private entities and attorneys.

**Knowledge, Skills and Abilities**

Knowledge of state and federal law, as well as standards of principles, practices, methods and procedures used in human resources, employment relations and human resource management.

Knowledge of the law, rules and policies of the Division as they relate to the Division and other state agencies.

Detailed knowledge of the organization and functions of the Division.

Knowledge of the organization and function of the various agencies of state government.

Knowledge of principles and techniques of management including organization, planning, staffing, training, controlling and reporting.

Knowledge of the legislative process and the rule making process.

In depth working knowledge of the Fair Labor Standard Act, Family Medical Leave Act, Americans with Disabilities Act and Equal Employment Opportunity Act and other human resources related state and federal laws.

Ability to draft law, rule and policy.

Ability to plan, initiate, implement and evaluate programs, proposed legislation, laws, rules and policies.

Ability to direct and coordinate Division functions and activities, including ability to supervise and manage staff.

Ability to establish and maintain effective working relationships with other professionals, employees, the general public, agency officials, public officials and federal officials.

Ability to effectively communicate both orally and in writing.

### **Minimum Qualifications**

**Training:** Master's degree from an accredited college or university with a major in Human Resources Management, Labor Relations, Industrial and Employee Relations, or Public Administration.

**Substitution:** Graduation from an accredited college or university with a bachelor's degree plus five (5) years of full-time or equivalent part-time paid experience in human resources, public administration or a related field.

**Experience:** Ten (10) years total of full-time or part-time equivalent paid experience in any capacity in public administration or human resources, five (5) of which must have been in a supervisory, management or administrative capacity.

Established: 06/01/2016

Effective: 06/01/2016