

DIRECTOR, PERSONNEL

Nature of Work: Under administrative direction of the Secretary of the Department of Administration, this position serves as the executive head of the State Personnel Division providing the full range of personnel services to include recruitment and selection, job classification, compensation, employee training and development, payroll auditing, employees records management, and performance evaluation programs. The work is performed in accordance with statutory and delegated authority.

Examples of Work

- Administers and delegates responsibility for the operation of the activities of the Division.
- Oversees the development and implementation of the personnel management information system for statewide application.
- Oversees the payroll auditing process, reports compilation and analysis.
- Oversees the employee selection and recruitment process to assure the application of merit principles in the recruitment and selection of employees.
- Oversees the development and maintenance of the classification and compensation plans for the classified and classified-exempt services to assure equity in classification and compensation matters for all employees.
- Assists the Governor and the Secretary of Administration in general work force planning and other personnel matters.
- Oversees the development and implementation of an employee training and management development program.
- Establishes pilot programs and other projects to improve efficiency and effectiveness of the public service.
- Prepares an annual report to the Governor, the legislature, and other special and periodic reports as may be required to reflect the operation of the Division.
- Recommends rules to the State Personnel Board and oversees the rule promulgation process within the Division.

Knowledge, Skills and Abilities

- Knowledge of the philosophy, law, regulations, policies, and procedures pertaining to public personnel administration.
- Knowledge of the principles and methods of personnel administration including recruitment, examinations, position classification and compensation.
- Knowledge of the organization of state and federal government.
- Knowledge of the organizational structures and purposes of the agencies affiliated with the merit system.
- Knowledge of research methods and statistical techniques used in personnel administration and testing.
- Knowledge of the principles and methods of organization and

DIRECTOR, PERSONNEL (CONT'D)

Knowledge, Skills and Abilities (cont'd)

- supervision.
- Knowledge of current social and economic problems and methods of dealing with them.
- Knowledge of modern office procedures and equipment.
- Ability to develop sound rules, policies, and techniques in public personnel administration and to apply them effectively.
- Ability to establish and maintain effective working relations with agency officials, employees, and the general public.
- Ability to conceive, develop, and present ideas and information clearly and concisely, both orally and in writing.
- Knowledge of staff development techniques and practices.
- Knowledge of supervisory techniques and practices.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university with a major in business or personnel administration, public administration or the equivalent.

Experience: Five (5) years of full-time or equivalent part-time paid administrative experience in personnel administration.

Established: 9/19/90
Revised: 3/19/93
Effective: 3/19/93