

CLASS TITLE: CHIEF OF HUMAN RESOURCES

Class Code: 02736700

Pay Grade: 38A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In a medium size department, to be responsible for the administrative direction and operation of personnel, staff development, training and labor relations activities; and to do related work as required.

SUPERVISION RECEIVED: To work under the administrative direction of the Executive Director with wide latitude for the exercise of initiative and independent judgement; work is reviewed through submitted reports, and conferences for conformance to policies, rules, regulations, laws and departmental objectives.

SUPERVISION EXERCISED: Plans, coordinates and evaluates the work of professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the administrative direction and operation of personnel, staff development, training and labor relations activities.

To be responsible for coordination of all personnel actions for the department.

To coordinate department efforts to recruit minority and other staff persons from colleges, universities and the community in accordance with the department's EEO objectives.

To supervise all labor relations activities between the department and union groups.

To be responsible for the development of an extensive training program directed at providing competency-based training using an individualized training plan format as well as other training that is appropriate for new veteran staff persons at all classification levels.

To meet with managers and line staff to determine training needs and identify strategies to meet these needs with consideration to the regional assignments of staff.

To keep informed as to national trends in training and to apply techniques and topics to training when appropriate.

To coordinate recruitment, pre-service training and licensing of persons as foster and adoptive parents using a Group Participation and Selection Process.

To coordinate in-service training for pre-adoptive parents and foster parents on an on-going basis.

To identify and contract for training services that are not available but needed within the department.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of state personnel procedures, policy development, training techniques and theory, program evaluation and the ability to apply said principles, practices and techniques; a working knowledge of competency-based training and group participation and selection process techniques; the ability to coordinate, supervise and review the work of associates and subordinates while maintaining effective working relationships; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Public Administration, Business Administration, or a closely related field; and

Experience: Such as may have been gained through: considerable employment in an administrative position managing and controlling policies and programs including personnel, training, labor relations and program evaluation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 18, 1992

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