

CLASS TITLE:

**HUMAN RESOURCE
PROGRAM ADMINISTRATOR**

Class Code: 02507200

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Associate Director of Administration – Director, Human Resources by initiating short, medium and long term projects and programs aimed at enhancing the effectiveness of the operation of the Division of Human Resources; to evaluate procedures and make recommendations to a superior as to how improvements may be made in order to optimize services; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Associate Director Administration – Director, Human Resources with wide latitude for the exercise of independent judgment; work is reviewed for results obtained in achieving objectives and for conformance to pertinent laws, rules, policies, procedures and accepted principles and practices.

SUPERVISION EXERCISED: As required supervises the work of others assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Associate Director of Administration-Director, Human Resources by initiating short, medium, and long term projects and programs aimed at enhancing the effectiveness of the operation of the Division of Human Resources.

To evaluate procedures and make recommendations to a superior as to how improvements may be made in order to optimize services.

To assist with the integration of data processing activities and database development necessary to support Division functions and objectives.

To assist the Associate Director in the formulation and recommendation of administrative/departmental policy and procedures and in documenting operational policies and procedures and providing information in the research on questions of legality propriety, or policy.

To review existing laws, proposed legislation, rules and regulations involving the programs and functions of the Division and to make recommendations regarding same.

As required, to attend meetings and conferences involving state and local officials, professionals and the public.

To assist the Associate Director in the formulation and preparation of studies and to oversee special projects as assigned.

To evaluate present management methods, procedures, programs and functions as to their effectiveness and efficiency in attaining stated objectives and to suggest future plans and budget allocations based on these evaluations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of government, human resource services, applicable federal and state law; a working knowledge of the techniques and procedures used in the preparation and presentation of general information and accounting data; the ability to plan, coordinate, organize and review the work of a professional, technical and clerical staff engaged in governmental human resource and business management; 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 business management or public administration; and

Experience: Such as may have been gained through: employment in a responsible management position performing research studies and analyzing the effectiveness of policy and reports thereon; or employment in a responsible position involving follow-up of instructions of a superior with subordinate officials relative to the management and control of governmental operations and the making of reports thereon.

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

Class Created: June 28, 1992

Editorial Review: 3/15/03