

HR DIRECTOR 2

KIND OF WORK

Complex personnel/labor relations work in integrating employee relations and management functions in a major agency.

NATURE AND PURPOSE

An employee in this class typically serves as the principal assistant to the top employee relations manager in a major state agency in directing, monitoring and assuming responsibility for on-going personnel or labor relations functions. Responsibilities include monitoring personnel/labor relations programs or of major departmental units, recommending or implementing policies designed to improve the integration of personnel management activities on a departmental basis and representing the department management in dealing with major areas of concern with managers of other agencies and representatives of employees. Reporting is generally in terms of results achieved but may involve frequent reports and conferences on issues of major departmental concern.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans and directs a major section of the overall personnel and labor relations program of a major agency.

Conducts or directs the conduct of research on major policy issues and recommends appropriate alternatives.

Represents the management of an agency in the conduct of collective bargaining negotiation sessions.

Reviews personnel actions proposed by subordinate or divisional personnel directors for technical adequacy and conformity with departmental and overall state policy.

Provides direction to departmental managers/supervisors in the administration of negotiated agreements.

Provides training to personnel officers and managers in specific areas of personnel administration.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The principles of modern personnel administration and labor relations.

The state personnel programs and policies.

Current collective bargaining agreements.

State labor relations laws, policies and precedence.

Technical aspects of personnel administration including classification, recruiting and selection.

Ability to:

Supervise specialized personnel professionals and para-professionals.

Deal effectively with departmental managers, supervisors, employee representatives, employees, and the general public.

Est.: 5/81

Rev.:

T.C.: 4/9/13

Former Title(s): Personnel Program Mgr