

PERSONNEL DIRECTOR III

This is the highest personnel director level having the greatest scope, complexity, and responsibility. It involves responsibility, usually on a decentralized authority basis, for planning and directing the work of a large staff of personnel officers and supervisors.

I. DIFFICULTY OF WORK:

Complexity of Assigned Work - Work is high level, extremely complex in continuously planning and directing short and long-range projects. Responsibility is extremely broad in scope and complexity from a control, coordination, and planning standpoint due to combinations of unusually large size, make-up, and dispersion of work forces; the rapid changing programs, work assignments, organizational structures, and employee turnover; large number of positions funded from numerous sources for varying lengths of time; and the unusual demands brought by the public, academic, legislative, and political groups.

Nature of Guidelines - Majority of guidelines and standards are generally not applicable at this level; personal experiences and learned personnel management principles are applied in adopting new approaches to short and long-range personnel problems: Judgment, creativity, and ingenuity are needed in controlling and planning daily services and in directing the development of new approaches to deal with unsolved or novel personnel problems.

II. RESPONSIBILITY:

Impact of Work - Usually having delegated authority, extensive contribution is made which affects the largest work force and the missions and goals of the largest departments. It involves support, development, or recommendation of major objectives, policies, and programs.

Work Controls and Supervision Received - Important long-range assignments and objectives are planned and discussed with agency head. Problems that have a major impact on agency policy or programs are cleared through agency head. Daily administration of most personnel programs is not reviewed; overall programs, services, and actions taken are subject to a past audit by State Personnel officials.

III. PERSONAL RELATIONSHIPS:

Frequently with own personnel officers and supervisors with agency head, State Personnel Director and his chief administrators; and with major officials of State, Federal, and legislative groups which have significant impact on the short and long-range personnel programs and policies. Contacts are of an unusual and involved nature involving cooperative and negotiative problem solving requiring study, discussion, and persuasion to reach acceptable concurrence.

IV. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Ability to direct planning and development of new or modified personnel programs; in promoting good personnel practices and principles as a part of the total management process; and in planning and directing a supervisory and highly technical personnel staff.

Ability to establish and maintain effective working relationships with departmental managers and officials, and with the staff of State Personnel.

Thorough knowledge of personnel management, human relations, and administrative principles and techniques as they relate to the administration of a comprehensive and decentralized personnel-management program; and of administrative, managerial, and supervisory practices and techniques involved in directing well developed and decentralized personnel programs.

Minimum Training and Experience Requirements - Graduation from a four year college or university, preferably with coursework applicable to personnel administration, and four years of experience involving the development and operation of personnel programs, the development of proposed policies and implementation procedures, the interpretation and application of policies and standards, and supervision of subordinate staff; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.