

PERSONNEL DIRECTOR II

This is an intermediate director level of greater scope, complexity, or responsibility. It involves directing a moderate size personnel staff in providing comprehensive personnel programs and services.

I. DIFFICULTY OF WORK:

Complexity of Assigned Work - Work is substantially complex involving planning and directing broad personnel services for agencies frequently having new, changing, and diversified programs. It requires advanced personnel and administrative abilities in reviewing current services and in planning and setting priorities for future needs. Services are broad in scope and depth and serves a large dispersed work force consisting of diverse professional and supportive occupations.

Nature of Guidelines - Established guidelines and standards are used in reviewing the staff's daily work; but existing guidelines frequently do not meet long-range personnel needs. Judgment required in resolving daily short-range problems; extensive use of personnel and administrative principles required in directing the development of new standards to meet changing needs.

II. RESPONSIBILITY:

Impact of Work - Major contribution is made in directing the work of a large staff of personnel analysts and technicians which directly affects the employees and managements' control and direction of work force. Involves non-routine and controversial decision in the authoritative application of agency policy and practices to complex or important matters.

Work Controls and Supervision Received - Major changes in personnel programs and controversial problems affecting agency policy or mission are discussed with agency head; daily administration of many personnel functions and services is not reviewed; remainder is subject to a general review at the State level.

Responsibility for Others - Plans and directs the work of staff personnel supervisors, analysts, and technicians.

III. PERSONAL RELATIONSHIPS:

Frequently requires contact with own personnel supervisors, with agency head, major program managers of agency; occasionally with State and federal officials. Nature of the contact is usually non-routine; involves cooperative goal and policy setting. Problem solving requires discussion and persuasion to gain concurrence at the agency or State levels.

IV. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Ability to supervise the planning and development of new or modified personnel programs; to promote personnel practices and principles as a part of the total management process; to plan and direct the work of a large staff of personnel supervisors and analysts; and to establish and maintain effective working relationships with agency managers and officials and State Personnel officials.

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Thorough knowledge of personnel management, human relations, and administrative principles and techniques as they relate to the administration of a comprehensive personnel management program. Considerable knowledge of administrative, managerial, and supervisory practices and techniques involved in directing personnel management 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, and the interpretation and application of policies and standards including at least three years of supervisory and administrative personnel work; 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.