

SENIOR PERSONNEL OFFICER

DEFINITION

Under general supervision of the Employee Relations Manager, performs advanced professional personnel management functions as a generalist with primary responsibility for classification/compensation; additional responsibilities include recruitment, examination, employee relations, training and development. Performs related work as required.

EXAMPLES OF DUTIES

Constructs classification specifications; performs job evaluation audits of individual positions and job classifications for appropriate classification and salary range allocation; conducts/guides special compensation studies including salary surveys; guides the construction of position descriptions on a county-wide basis; assists in monitoring the performance evaluation process; participates in the planning, conduct and resultant recommendations regarding departmental or work unit organizational studies; assists in union contract bargaining and administration; provides assistance in the processes involving recruitment/examination programs; including construction of recruitment announcements, examinations, examination board member composition and employment eligibility/certification registers; designs, develops, coordinates County training programs including obtaining training resources, determining training objectives and content, conducting training programs and evaluation of training program results; provides employee development staff assistance through employee career counseling, management consultation including job design, employee assistance program coordination and support services retention; advises County officials, management, employees and the general public on County Civil Services rules, procedures and practices; provides staff support services, as required, to County legislative, administrative and advisory bodies; and assists in the formulation of rules, policies and procedures that affect the County merit system; provides team leadership on special projects involving other employee relations division staff.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a bachelor's degree in personnel administration or related field from an accredited college or university. A minimum of three years of experience in administration of classification/compensation systems and responsible professional personnel management experience in an administrative/staff resource capacity to line management and employees.

Knowledges, Skills and Abilities: Extensive knowledge of civil service merit system and personnel management principles, laws, rules, procedures and practices; considerable knowledge of municipal government organization and functions; considerable knowledge of job evaluation, classification and compensation methods and procedures; knowledge of recruitment and examination program methods and procedures; knowledge of methods used to plan, conduct and evaluate training programs; knowledge of public sector collective bargaining and union contract administration principles; skill in analyzing compensation systems; skill in determining appropriate classification and compensation level; considerable ability to administer a large number of divergent, sensitive and complex projects requiring a high degree of organizational, time management and communications skills; considerable interpersonal relations ability with widely divergent groups and individuals; and considerable ability to write and speak effectively including public speaking and training.