

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Administration
Personnel Office
Classified, GRADE 16
FLSA exempt position

PERSONNEL DIRECTOR

GENERAL STATEMENT OF DUTIES: Plans, directs, and administers a comprehensive human resource management and development program for the County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for administering and maintaining position classification and pay plans, open competitive examinations, employee benefits, personnel regulations, payroll, preventive labor relations, insurance, employee assistance, and other elements of a modern personnel administration program. The work involves working closely with department heads, elected County officials, the County Administrator, County attorneys, and the Personnel Administration Board to ensure the fair and equal treatment of all employees under the County's adopted personnel policies. The incumbent makes decisions within the policy guidelines established by the Levy Court and works under the direction of the County Administrator.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Develop and interpret personnel policies approved by the Levy Court for employees;
Review and recommend changes in personnel policies, merit rules, position classifications, and employee benefit plans to the County Administrator and Levy Court;
Oversee the confidential maintenance of individual employee records;
Evaluate and report to the County Administrator on the authorized, actual, and necessary staffing requirements of each department;
Serve as Pension Administrator and liaison between the County and the Pension Actuary;

Oversee the appeals process involving employee disciplinary actions;
Administer County's general insurance program;
Administer tests to candidates selected for vacant positions;
Review procedures and maintain compliance with Federal and State employment guidelines;
Assure County complies with all legally mandated personnel regulations and statutes;
Maintain and keep current the County's position descriptions;
Administer the County health, dental, life and related employee benefit plans;
Serve as benefits coordinator and liaison between County and benefit administrators;
Oversee preparation of payroll and compliance with Federal and State regulations;
Prepare ordinances related to personnel issues;
Keep current a certifications listing for all position classifications;
Direct labor negotiations and administer collective bargaining agreement;
Develop and direct regular personnel training programs;
Attend Employee Council meetings as a representative of the County government;
Provide professional and clerical support to related advisory boards and commissions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the principles, practices, and procedures related to public personnel administration; ability to analyze, evaluate, and develop solutions to problems and problem areas; ability to develop a thorough knowledge of the County's personnel administration program within a reasonable period of time; general knowledge of labor negotiations and collective bargaining techniques; ability to express oneself clearly and concisely; ability to establish and maintain effective working relationships with staff, department managers, elected officials, and the general public; tact and courtesy; demonstrated ability to supervise and to obtain the cooperation of others in difficult situations; mature judgment; operational knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Bachelor's degree from an accredited four-year college or university in personnel, public or business administration, or related field with considerable experience, preferably in a local government; or any combination of experience, and training which provides the required knowledge and skills.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required. Must possess or obtain designation as a "Certified Professional" in personnel administration from the International Public Management Association-Human Resources or Society for Human Resource Management within 24 months of hire.

Employee Acknowledgement

Eff. 10/01/07
Rev. 07/01/15