

## ST. LOUIS COUNTY CLASS SPECIFICATION

**EMPLOYEE NAME:**

**SPECIFICATION DATE:** February 2011

**EMPLOYEE TITLE:** EMPLOYEE RELATIONS DIRECTOR

**DEPARTMENT:** Employee Relations

**REPORTS TO NAME:** Kevin Z. Gray

**REPORTS TO TITLE:** County Administrator

**JOB SUMMARY:** Manages operations and staff involved in employee recruitment and selection, training and development, compensation and benefits, labor relations, and other programs and services of the Employee Relations Department. Provides leadership in establishing the vision and standards for the Department, and guides development of programs, policies and strategies to accomplish Department objectives, enhance organizational effectiveness, and motivate staff to achieve the mission and goals of the County. Oversees and coordinates administrative activities to achieve efficient and effective implementation of County policies, bargaining agreements and applicable statutes.

### **MAJOR ACCOUNTABILITIES:**

Directs the evaluation, planning, development, and delivery of a wide array of human resource programs in the areas of recruitment, classification, compensation, salary administration, employee benefits (including administration of the county's self-insured health insurance plan), labor relations, training and development, and equal employment opportunity.

Develops and implements policies, procedures, and programs to accomplish cultural and strategic goals as determined by the County Administrator and the County Board.

Meets and interacts with staff county-wide to understand organizational human resource needs, plan for the effective delivery of quality public services, and build productive relationships between management and staff.

Directs the administration, implementation and evaluation of labor contracts and agreements, and works closely with the County's labor negotiator in developing bargaining proposals.

Leads and promotes collaborative efforts with other jurisdictions and/or agencies to establish cost-effective programs and services.

Maintains employment-related records and systems.

Conducts organizational, functional and quantitative analysis of county departments or specific programs as directed and prepares reports of findings for the County Administrator and the County Board.

Ensures County compliance with federal and state employment laws, rules and regulations.

Consults with attorneys to prepare the County position in lawsuits, discrimination complaints, arbitrations, etc., and testifies as the county representative as needed.

Directs the development, implementation, and assessment of county-wide training programs to ensure timely, needed, and/or required training is available to employees.

Serves as a member of the St. Louis County management team. Advises, interprets, and informs management team members or officials regarding human resource policies, labor agreements, management practices, risk reduction, or other related issues.

Works the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours ) to communicate with subordinates, supervisors, customers, vendors, and any other person or organization with whom interaction is required to accomplish work and employer goals.

Performs related duties as required or assigned.

### **SUPERVISORY CONTROLS/RESPONSIBILITY:**

The position incumbent is under broad policy guidance and direction from the County Administrator and the County Board. Broad discretion is used in decision-making to operate the Department within statutory provisions and administrative requirements.

The incumbent manages and supervises professional, technical and administrative support staff directly or through designated managers/supervisors to include assignment of work, evaluation of performance, selection, training, and disciplinary activities.

**BUDGET RESPONSIBILITY:**

The position incumbent is responsible for developing and managing the business plans and budgets for the Employee Relations Department. The incumbent oversees administration of the County self-funded health insurance plan. The primary source of revenue for the Department's budget is from the St. Louis County Tax Levy. The Department's budget is developed by the incumbent on an annual basis. The budget is reviewed with the County Administrator and approved by the County Board.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of federal and state laws, rules and regulations affecting County human resources management.

Extensive knowledge of the best practices, methods, and techniques for effective public personnel administration.

Considerable knowledge of local government organizational systems and structures.

Considerable knowledge of the principles and practices of public administration.

Working knowledge of modern office practices and tools, including the software for word processing spreadsheets and database management; electronic document management systems; human resources information systems; telecommuting; VOIP, etc.

Considerable interpersonal skills in building and sustaining coalitions with employee groups, union representatives, elected and public officials, and public and private agencies.

Skill in exercising leadership in the administration of County policies, procedures, rules, and contracts.

Skill in developing employee programs to meet needs and goals as defined by the County Board.

Ability to analyze facts and exercise sound judgment in arriving at conclusions.

Ability to research information, conduct studies, prepare statistical data, and present findings.

Ability to plan, organize, supervise, and direct the work of others.

Ability to establish and maintain effective working relationships with employees, County officials, and the public.

Ability to communicate effectively and to express oneself clearly both orally and in writing.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree (Master's preferred) and seven years of progressively responsible leadership, supervisory, and administrative experience in human resources management. Strong desire for a visionary leader with excellent interpersonal and public speaking skills and solid knowledge in policy/program development and human resources law.