



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: MAY 26, 2015

CLOSING DATE: JULY 17, 2015

TITLE: DIRECTOR OF HUMAN RESOURCES

DEPARTMENT: HUMAN RESOURCES **BARGAINING UNIT:** APPOINTED OFFICIAL

ENTRY RATE: FINAL SALARY TO BE DETERMINED **HOURS PER WEEK:** 37.5
BY COUNTY COUNCIL

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30am 4:00pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

SUMMARY

Plan, direct, and coordinate human resource management activities of Erie County to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.

DUTIES AND RESPONSIBILITIES

- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Identify staff vacancies and recruit, interview and select applicants.
- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
- Plan, organize, direct, control or coordinate the personnel, training, or labor relations activities of an organization.
- Represent organization at personnel-related hearings and investigations.
- Administer compensation, benefits and performance management systems, and safety and recreation programs.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.

- Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
- Prepare and follow budgets for personnel operations.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Analyze training needs to design employee development, language training and health and safety programs.
- Conduct exit interviews to identify reasons for employee termination.
- Oversee the evaluation, classification and rating of occupations and job positions.
- Prepare personnel forecast to project employment needs.
- Study legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.
- Allocate human resources, ensuring appropriate matches between personnel.
- Develop or administer special projects in areas such as pay equity, savings bond programs, day-care, and employee awards.

EDUCATION AND EXPERIENCE

Master's degree or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

Senior Professional Human Resources (SPHR) Certification is required.

KNOWLEDGE, SKILLS AND ABILITIES

Read and interpret the most complex documents. Respond to the most sensitive inquiries. Write speeches and articles using innovative techniques or style and present complex topics to top management, public groups, or boards of directors

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

To perform this job successfully, an individual should have knowledge of Microsoft Access Database software; Internet software; Proficient in Microsoft Office including Microsoft Excel Spreadsheet software and Microsoft Word Word Processing software.

Excellent communication skills, experienced professional in telephone communications; exceptional interpersonal skills and problem solving ability; service oriented; proficient in Microsoft Office software and Internet research; able to work under pressure, handle multiple tasks/deadlines/priorities; strong service orientation; ability to work independently with minimal direction.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to speak with individuals and /or groups of people and be able to listen and respond to questions or inquiries. The employee is frequently required to sit and is occasionally required to stand or walk. The employee must frequently lift and/or move up to 10 pounds. General vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.