

# NEW CASTLE COUNTY GOVERNMENT

Number 1277

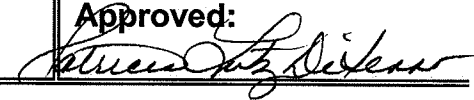
## CLASS SPECIFICATION

Page 1 of 2

Date 05/01/01

**Title:** HUMAN RESOURCES ADMINISTRATOR

**Approved:**



**GENERAL STATEMENT OF DUTIES:** Performs professional human resources work at a managerial and supervisory level in the administration and coordination of New Castle County's human resources program; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class manages, coordinates and performs activities and functions in all areas of the human resources program for New Castle County and supervises personnel engaged in carrying out technical human resources activities. This employee assists the Chief Human Resources Officer in administering the day-to-day operations of the Office of Human Resources. Responsibilities include ensuring that all activities are performed in compliance with the New Castle County Code and all applicable ordinances, federal and state regulations, labor contracts, policies and procedures and ensuring the consistent application of policies and procedures. This is a confidential position dealing with highly sensitive labor relations matters. This employee exercises considerable independent judgment under the administrative direction of the Chief Human Resources Officer. The employee supervises technical and support staff.

**EXAMPLES OF WORK:** (Illustrative Only)

- Reviews, analyzes and evaluates systems, policies, procedures, programs and services and makes recommendations for changes needed to ensure effectiveness and improve services;
- Drafts and/or revises legislation for County Council, policies and procedures, examinations, class specifications and contract language;
- Investigates, researches and analyzes problems, complaints and grievances and makes appropriate recommendations;
- Coordinates with other departments and divisions on the implementation of human resources policies, procedures and programs and advises departments and divisions as needed;
- Assigns, coordinates and supervises the work of professional, technical and support staff and monitors the progress of work and special projects;
- Reviews work of assigned staff for completeness, accuracy and conformance with County policies, procedures, ordinances and labor contracts, federal regulations and state regulations;
- Supervises and coordinates payroll administration and employee data base maintenance functions on a County-wide basis in conjunction with the Finance Division to include attendance and time entry records, leaves of absence, pay plan updates, vacation and sick leave updates, payroll and hours adjustments and resolves related problems;
- Supervises and coordinates activities relating to the human resource information systems (HRIS) in conjunction with other divisions within the Department of Administration;
- Coordinates with other divisions and agencies concerning worker's compensation claims and unemployment claims and supervises administrative functions relating to these areas;
- Supervises the maintenance and updating of the classification plan and pay plans;
- Conducts and oversees job analysis activities to determine the proper classification of positions;
- Develops and/or revises job descriptions;
- Conducts and oversees recruitment and testing activities and coordinates with subject matter experts to develop material for oral, written and performance examinations;
- Compiles eligible lists and may coordinate the certification and selection of eligible candidates from appropriate eligible lists;
- Reviews performance evaluations, recommendations for discipline and other human resources matters, assists department managers with problems in such matters and advises managers of action needed;

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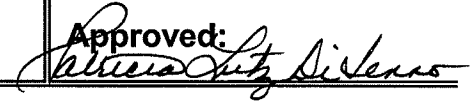
Page 2 of 2

Date 05/01/01

## CLASS SPECIFICATION

**Title:** HUMAN RESOURCES ADMINISTRATOR

Approved:



- Conducts and supervises research and statistical analysis in the areas of test development, validation and scoring, salary administration, job analysis, occupational data, contract administration, negotiations and other human resources activities and analyzes data to determine problem areas and make necessary improvements;
- Oversees the monitoring and processing of performance evaluation forms;
- Attends hearings and meetings as a management witness or advisor;
- Prepares necessary reports, briefs and correspondence in accordance with policies and procedures;
- Participates as a member of the management negotiating team and compiles and analyzes information relating to negotiations;
- Plans, organizes and conducts County-wide training sessions and programs relating to human resources activities;
- Devises methods and establishes criteria for conducting studies, surveys, test validation and other human resources activities;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of the principles, practices, techniques and objectives of human resource management including current legal regulations and policies; thorough knowledge of governmental organization and administration; thorough knowledge of the New Castle County Code, federal regulations and state regulations pertaining to employment practices, labor law and human resources administration; some knowledge of basic statistical principles; ability to determine goals, work priorities, staff resource needs and staff assignments; ability to develop and carry out short- and long-term planning; ability to deal effectively with highly sensitive issues; ability to plan, coordinate and supervise the work of professional, technical and clerical support staff; ability to establish and maintain effective work relationships with executive staff, general managers, government officials, union officials, agencies, organizations, other employees, subordinates, applicants and the general public and to promote an ongoing attitude of dedication to excellent customer service; ability to make effective presentations before groups; ability to comprehend an extensive body of rules, regulations, procedures and operations and to perform a wide variety of interrelated functions; ability to communicate courteously and effectively, both verbally and in writing; ability to draw valid conclusions; tact and courtesy; thoroughness and dependability; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least five years experience at the professional level in human resource management to include at least one year supervisory experience and possession of a Bachelor's Degree from an accredited college or university with major course work in human resource management, public administration or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### HISTORY OF REVISIONS:

Established: 07/01/73  
Revised: 08/09/75  
Revised: 07/01/87  
Revised: 05/01/89  
Revised: 01/25/93  
Revised: 09/01/96  
Revised: 07/01/97  
Revised: 11/01/97  
Revised: 05/01/01