

NEW CASTLE COUNTY GOVERNMENT

Number 1290

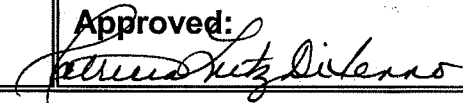
CLASS SPECIFICATION

Page 1 of 2

Date 05/01/01

Title: CHIEF HUMAN RESOURCES OFFICER

Approved:



GENERAL STATEMENT OF DUTIES: Directs and manages the human resources program for New Castle County Government to ensure quality service in all areas to the citizens of New Castle County and to employees, departments and divisions of County Government; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class plans, directs, manages, controls and coordinates County-wide human resources activities and staff assigned to assist in these functions to promote and maintain the highest quality of services. This employee is expected to accomplish this by developing, providing and maintaining a diverse mix of services on a County-wide basis for internal and external customers, including the major functions of administering a centralized personnel system; attracting and retaining productive, qualified employees; negotiating and administering collective bargaining agreements; maintaining competitive wages, benefits and classification systems; payroll, time and attendance functions; and administering the pension and benefits programs. Responsibilities include working with other policy makers, legislators, agencies, professionals and the public to promote an ongoing attitude of dedication to excellent public service. This employee works under the general direction of the County Executive and Chief Administrative Officer.

EXAMPLES OF WORK: (Illustrative Only)

- Directs and manages the delivery of human resource services for New Castle County, including but not limited to administering a centralized personnel program, recruiting and maintaining qualified employees, negotiating collective bargaining agreements, maintaining competitive wages, benefits and classification systems, payroll and attendance functions, and administering the benefits and pension programs;
- Develops long- and short-term goals;
- Develops, formulates and executes policies and procedures in conjunction with the Chief Administrative Officer and the County Executive and advises them on matters relating to areas of responsibility;
- Advises County departments, divisions and employees on matters relating to human resource services;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that internal and external customers are provided with the highest quality of service;
- Assigns work and manages and supervises staff;
- Provides effective training programs for employees;
- Interacts with government officials, agencies and the public concerning related issues;

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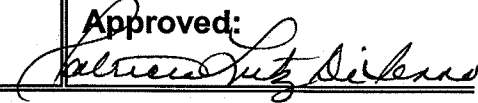
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Page 2 of 2

Date 05/01/01

Title: CHIEF HUMAN RESOURCES OFFICER

Approved:



- Works with staff in developing methods for dealing with related issues and in responding to problems or requests received;
- Ensures that grants and contracts are maintained in accordance with applicable regulations;
- Oversees the preparation and administration of the budget for human resource services;
- 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 and practices of human resource management and of current legal policies and regulations; thorough knowledge of the New Castle County Code, Merit System Rules and Regulations; ability to manage a diverse staff in a variety of human resource functions; ability to communicate courteously and effectively, both verbally and in writing; ability to make effective presentations before groups; ability to establish and develop effective working relationships with associates, government officials, agencies, organizations and the public and to promote an ongoing attitude of dedication to excellent customer service; ability to analyze complex data, draw valid conclusions and make reliable recommendations; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least seven years experience at a managerial level in human resource management 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: 07/01/97
Revised: 05/01/01