



# HUMAN RESOURCES DIRECTOR / G 23

Class Code:  
0215

PRINCE WILLIAM COUNTY GOVERNMENT

## SALARY RANGE

\$120,000-\$160,000 Annually

### FLSA:

Exempt

### INTRODUCTION:

### GENERAL DEFINITION OF WORK, TYPICAL TASKS, KNOWLEDGE, SKILLS AND ABILITIES:

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbent(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

#### GENERAL DEFINITION OF WORK:

Performs complex professional and difficult administrative work providing leadership in planning, organizing, administering, reviewing and evaluating human resources programs while assuring quality customer service to Human Resources constituents; analyzes complex technical human resource problems and utilizes problem-solving approaches to Countywide human resource issues; and leading and directing a comprehensive human resources service program for the County Government; works effectively with a variety of Human Resources partners and County constituents (employees, department heads, County Executive, Board of County Supervisors); sets direction and provides guidance, coaching and counseling for Human Resources staff to ensure the department provides quality human resource

services to employees Countywide; assumes leadership of and participates in special projects which support County employees as well as provides consultation on areas which impact County employees and serves as a member of the County Executive's Leadership Team.

Work is performed under general supervision of the Deputy County Executive; and is an at will employee. Supervision is exercised over Human Resources Division Managers, professional, technical and administrative support staff.

#### TYPICAL TASKS:

Originates and leads human resource practices, procedures and objectives that will provide an employee oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment and the recruitment and ongoing development of a superior workforce;

Manages and provides executive leadership to thirty-two County departments which vary in size and typically organized into multiple divisions that provide a wide variety of programs and services to the citizens of Prince William County;

Ensures the development, integration and implementation of the department's mission, vision, policies, long term strategic goals and objectives making sure that they support the County's mission, vision, values and priorities;

Manages operations, service delivery, program development and implementation by providing direction and guidance to the County Executive and others (Board of County Supervisors and Agency Directors);

Envisions and/or develops opportunities to enhance existing programs or implements new state-of-the-art programs;

Monitors and reviews progress of new programs and County initiates Establishes department priorities and allocates resources;

Establishes and maintains an organizational structure that optimizes business need and assures a proactive approach to customer service;

Ensures the development of organizational, program and individual performance measures to use in evaluating the effectiveness of the department, programs and staff;

Resolves complex community, political and employee related human resource issues;

Coordinates activities of the department with other County departments;

Promotes the County and departmental interests through participation and leadership roles with industry related associations and other outside local, regional and state organizations;

Serves and oversees the development, integration and implementation of the Human Resources Departmental Budget;

Reviews reports and cost analysis studies prepared by direct reports

related to previous and anticipated expenditures, revenues, new projects or programs;  
Determines priority for allocation of funds, approves expenditures and identifies potential new revenue sources;  
Maintains work structure by updating job requirements and class specifications/job descriptions for all County Government positions; and maintains County Government staffing by establishing recruiting, testing and interviewing protocols and counsels managers on the candidate selection process;  
Maintains classification and compensation plans by conducting periodic pay surveys, schedules and conducts job evaluations, prepares pay budgets, monitors and schedules individual pay actions and recommends, plans and implements pay structure revisions;  
Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements;  
Maintains the County Government official's personnel files on all County employees;  
Represents the County Government at hearings;  
Maintains management guidelines by preparing, updating and recommending human resource policies and procedures;  
Interprets County personnel policies, procedures, practices, programs and resolves related problems;  
Prepares employees for assignments by establishing and conducting orientation and training programs;  
Reviews statistical reports, operational summaries and other reports;  
Monitors programs, products and services to ensure long-term operational effectiveness, continued viability, compliance with federal, state and local regulations and consistency with industry standards;  
Ensures the development and application of organizational and program performance measures to use in evaluating the effectiveness of departmental programs;  
Works with other departments to identify ways to collaborate and to ensure programs and services are integrated and not redundant;  
Directs the allocation of the department's financial, human and technology resources to ensure optimal utilization in meeting business needs;  
Negotiates complex contracts and works collaboratively with the County Attorney to resolve complex legal issues related to contracts and may appear in court as a witness;  
Collaborates, identifies, researches, analyzes with the County's Department of Information Technology state-of-the art information technology systems and networks to provide for the departments information needs to ensure effective implementation and function of technologies within the current and future IT infrastructure;  
As a member of the County Executive's Leadership Team, works collaboratively with other department directors to evaluate and prioritize staffing needs;  
Provides advice and guidance on Countywide issues and concerns

with the County Executive and other members of the Executive Leadership Team;  
Promotes the County Government and departmental interests through participation and leadership roles with industry related associations, outside local, state and regional organizations, through direct contact with citizens and citizen groups;  
Serves as member of several ongoing committees to include chairperson, Employees' Health Services Committee and Secretary, Board of Trustees Supplemental Retirement Plan;  
Serves as principle staff in facilitating employee grievances at the County Executive and Appeals Board level.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the specialized principles and practices of public human resources administration including classification and compensation, in-service training and service rating, recruitment and staffing; comprehensive knowledge of the qualifications and characteristics of major occupational groups; thorough knowledge of the principles and practices of managerial and supervisory techniques; thorough knowledge of local government organizations and procedures; ability to think strategically and develop long-term plans and programs and to evaluate work accomplishments; ability to establish and maintain effective relationships with other County officials , employees and the general public; ability to present facts and recommendations effectively in verbal and written form; ability to analyze facts and exercise sound judgment in arriving at conclusions; ability to plan, supervise and review the work of professional, technical and administrative direct reports; must have demonstrated proficiency with applicable laws/regulations and management theories, including policy/procedure development; strong organizational skills in the area of operations, budget and project administration; demonstrated ability to effectively interface with diverse groups; strong management and supervisory skills.

#### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to Master's Degree in human resource management, business or public administration, or related field ; and 5-7 years of progressively broad responsible experience in human resources management in a large organization managing and supervising human resources managers, professionals and administrative support staff; and 3-5 years of progressive human resources generalist experience at a senior management level; and experience must include hands-on responsibility for the full scope of human resources activities, both

operations and analysis.

PREFERENCES:

SHRM Certification or other related professional designation;  
Government/municipal experience.