

Human Resources Director

Definition:

Under the direction of the Commissioner of Health; Performs responsible managerial work directing human resources activities of a state agency. Work involves responsibility for the planning and administration of a functional Human Resources Management Program that includes recruitment, staffing, training, and employee relations. Recommends a system of effective communication relative to dissemination of necessary information to employees. This employee exercises initiative and independent judgment in the performance of task. Supervision may be exercised through conferences regarding policies, procedures and analysis of results.

Duties (NOT ALL INCLUSIVE):

Oversees all Human Resources functions such as, all employee relations, staffing, recruitment and training for St. Croix and St. Thomas Human Resources office.

Serves as resource person in providing guidelines and assistance to sections heads in identifying basic personnel management concepts and practical value in resolving labor versus management problems.

Performs comprehensive studies in order to gather information in regard to pay administration, and position classification or other reasons deemed necessary for recognition of the department.

Plans, organizes and direct a functional comprehensive program of human resource activities for the department.

Serves as Chief Negotiator in contract bargaining and EEOC Officer in administering affirmative action plan.

Develops seminars, workshops and in-service training for Department's staff in matters related to Human Resource Management and Labor Relations.

Serves as consultant to Commissioner on all Personnel and Labor Relation issues.

Organizes staff training and program developments.

Prepares monthly, quarterly, annual and other comprehensive statistical reports used for budget hearings and other classification studies.

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Ensures compliance with laws, rules and regulations governing labor management relations, EEOC, fair employment practices covered under EEOC and Labor Standards Act as well as unionize collective bargaining agreements.

Recommends remedial actions to sections heads to correct violations of non compliance with appropriate laws, rules and regulations.

Performs special assignments as delegated by the Commissioner.

Performs other related work as required.

FACTOR-1-KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of the field of Human Resources Management, principles, concepts and teaching of personnel staffing and labor relations and training developments.

Skill in Inter-personal Relationship.

Skill in developing written presentations for position announcements, reports and other related communications.

Knowledge of good interviewing and investigative practices, procedures and techniques.

Ability to collect and assemble information engaged in a litigation case research and make appropriate recommendations.

Ability to work calmly and effectively in stress producing situations.

Ability to established and maintain effective professional working relationship with all persons contacted during the course of work.

Ability to communicate effectively, orally and in writing when making presentations and preparing concise, comprehensive reports.

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Ability to interpret and apply laws, rules and regulations relative to personnel administration.

Knowledge of scientific method in personnel research and the use research findings.

Ability to lead, exercise authority, and provide advice and consultation.

Ability to assess' dynamic situation accurately; make independent decisions, adopt appropriate courses of action and establish priorities and organize work effectively.

MINIMUM QUALIFICATIONS:

Master's Degree from an accredited college or university with major work in Business Administration, Public Administration or related field and;

Six (6) years of progressive professional experience in human resources functions, two of which were in Supervisory Consultative or technical capacity in the development and implementation of personnel policies, standards, or procedures, in recruitment, placement, positions classification studies, labor relations, training and personnel research, **OR;**

Bachelor's Degree from an accreted college or university with major in Business Administration, Public Administration or related field.

(Specialized degree in Human Resources Management or Labor Relations is preferred)

And eight (8) Years of professional progressive experience in human resources functions, four of which were in a responsible supervisory consultative or technical capacity in the development and implementation of personnel policies, standards, or procedures; in recruitment, placement, positions, classification studies, labor relations, training, personnel research and employee realtions.

