

The Maryland-National Capital Park and Planning Commission

TITLE: Human Resources Director GRADE: K CODE: 2640
SERIES: Human Resources DATE: 6/28/05 FLSA: Exempt
EEOC: Official/Administrator

Class Definition

Under general direction, manages a major Personnel Office in the Department of Administration to perform professional personnel work on a Commission-wide basis involving considerable responsibility, complexity, and variety. Manages all, or a combination of, the following broad personnel and related functions: affirmative action, recruitment, selection, employee relations, training, classification, compensation, personnel policy, risk management, and personnel transactions. Participates in collective bargaining. Makes frequent presentations to Department Heads, Merit Board, and Commission. Performs other related duties as assigned.

Examples of Important Duties

1. Defines and sets goals and objectives for the division. Sets standards. Develops and interprets division policies and procedures. Develops and/or reviews and approves major programs and projects. Safeguards confidential data. Coordinates activities with other Commission units and government agencies.
2. Plans, schedules, assigns, supervises, coordinates, and evaluates work of the division. Provides technical assistance on major projects. Selects and trains staff.
3. Develops and administers personnel policies and procedures for Commission. Reviews and approves personnel actions. Provides technical support to Merit Board. Enforces Merit System regulations and other Commission personnel policies and procedures. Interprets and advises managers on personnel policies and procedures.
4. Develops, coordinates, and maintains a Commission-wide employment program of recruitment and selection of new employees and the training of all employees.
5. Develops and maintains an equitable classification, compensation, and benefits program for all employees of the Commission. Directs classification studies, salary and benefits surveys, and organization studies. Develops deferred compensation programs.
6. Develops and plans a comprehensive risk management program for the Commission involving the evaluation of risks in Commission operations, the evaluation of insurance needs and recommendation for adequate coverage.
7. Negotiates union contracts with labor unions. Works closely with managers and attorneys to develop bargaining positions and to administer contracts.
8. Develops and administers affirmative action program to identify and eliminate discrimination in employment and services. Monitors statistical data, investigates complaints, and enforces corrective actions as warranted. Works with managers and attorneys to defend Commission against discrimination lawsuits. Manages Minority Business Enterprise Program (MFD).
9. Develops and administers employee relations programs to cultivate better relations among employees and to resolve problems. Apprises Commissioners and officials of sensitive employee relations matters.

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Examples of Important Duties (continued)

10. Prepares annual division budget request. Controls expenditures in accordance with approved budget and monitors transfer of funds. Supervises the bidding process when necessary to hire outside contractors. Monitors activities of contractors.
11. Maintains records of personnel policy decisions, personnel actions, personnel files, grievances, expenditures, and other data. Prepares periodic administrative reports.
12. Attends professional conferences to exchange information and to identify new policies, methods, or procedures, which might be useful to Commission.
13. Acts as Executive Director in his/her absence as delegated.

Important Worker Characteristics

- A. Extensive knowledge of (1) principles, practices, and procedures of personnel and public administration; (2) personnel functions of the Commission (e.g., employment, compensation, policy development, employee relations)*; (3) techniques of management and supervision; (4) Merit System regulations*; (5) equal employment opportunity laws and regulations; (6) Commission organization, policies, procedures and activities*.
- B. Skill in operation of (1) auto; (2) calculator.
- C. Considerable ability to (1) develop and administer a variety of effective personnel programs; (2) plan, supervise, coordinate and evaluate the work of the staff; (3) communicate effectively with individuals and groups, including the highest levels of management within the Commission; (4) establish and maintain effective work relationships both within and outside of the Commission.

*Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's degree or four years experience in industrial/organizational psychology, personnel administration, or related subjects; and
2. Six years of progressively responsible personnel experience, two of which were supervisory; or
3. An equivalent combination of education and experience.

Working Conditions

Works in office. High stress environment.

Spec Revisions:
1/13/88 Series Review
6/28/05 Title Change Only