## Deputy Director, Human Resources

**Grade: 11**

## FLSA: Exempt Date: 04/23

**Job Summary:** Assists the Director in coordinating, directing, and assessing the work of department staff to facilitate the achievement of departmental goals and objectives; works under the general direction of the Department Director with latitude for independent action and judgment and is evaluated on the contribution to the efficiency of the Department and the effectiveness of program goals and objectives; performs other duties as assigned.

## Essential Functions:

1. Assists and works under the direction of the Department Director to facilitate the day-to-day management of the department;
2. Oversees and provides technical management for all operations, activities, and programs within the assigned department;
3. Maintains supervisory accountability for other employees, plans, directs, and coordinates duties include scheduling and assigning of work;
4. Supervises and provides leadership, direction and coaching to Human Resources staff;
5. Oversees multiple functions within the Human Resources department;
6. Assigns tasks and projects to staff; establishes expectations and provides employee performance feedback on an on-going and annual basis; assists subordinates in establishing goals; evaluates subordinates' goal achievements;
7. Conducts performance appraisals, and provides input into and participates in discipline, dismissal, and hiring processes;
8. Identify best practices and improve internal systems with an eye toward future needs and budget experiences;
9. Coordinate and manage the monthly training agenda for the Managers Meetings;
10. Develops, presents, and defends professional recommendations about various departmental proposals;
11. Leads major projects and initiatives within the department;
12. Oversee the recruitment and hiring process;
13. Make sure that all HR activities comply with legal requirements;
14. Enforces policies and procedures governing the administration of various county administered programs;
15. Acts as a liaison between Federal, State, and local Governmental agencies whose policies, laws, regulations, and directives impact upon the department;
16. Establishes the operating budgets and staffing requirements; reviews, evaluates, and makes recommendations regarding areas of responsibility;
17. Analyzes technical performance reports, correspondence, and contracts;
18. Provides indirect supervision for department staff and direct supervision for mid-level department managers;
19. Increases professional knowledge through attending workshops and conferences, participating in professional associations and activities, and reading professional and local publications;
20. Assures compliance with established personnel policies and procedures, written and verbal instructions, other directives and expressed policies of St. Mary’s County;
21. Provides counseling, guidance and recommendations to Department Heads, Elected Officials, supervisors and employees on all personnel issues to include disciplinary actions, grievances, terminations, etc;
22. Provides mentoring, coaching; visible, approachable sounding board/resource;
23. Manages employment testing programs to include drug/alcohol screening and researching materials needed for testing;
24. Responsible for the overall management of the St. Mary’s County Volunteer Fire and Rescue Department/s LOSAP Program;
25. Respond to Maryland unemployment claims;
26. Performs other duties as assigned.

## Required Knowledge, Skills, and Abilities:

1. Ability to gain advanced knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Advanced knowledge of the principles, practices, and procedures of department operations and services and of administrative management, and the ability to interpret same to staff and the public;
4. Excellent ability to lead and manage a team;
5. Extensive knowledge of governmental fiscal policies, procedures, and legal mandates including the budget process;
6. Extensive knowledge on modern research and investigative techniques and procedures;
7. Extensive knowledge of the laws, statutes, and ordinances of the State of Maryland and St. Mary’s County;
8. Ability to keep the Department Director and all relevant parties informed of all major issues and programs and to recommend changes as appropriate;
9. Ability to supervise, plan, and coordinate the work of diverse staff in order to accomplish departmental goals and objectives;
10. Ability to review, evaluate, and initiate appropriate action on technical and legal reports, contracts, and documents concerning departmental matters;
11. Ability to establish and maintain effective working relationships with county officials, associates, subordinates, representatives from other agencies, and the general public;
12. Knowledge of electronic resources, including the Internet and database information retrieval;
13. Knowledge of the principles, practices and procedures related to Personnel Administration;
14. Ability to operate relevant computer systems, including hardware and software.

## Education and Experience:

1. Bachelor’s degree;
2. Five years or more of related professional experience, or additional education in a specialized area;
3. Or equivalent technical training, education, and/or experience.

## Physical and Environmental Conditions:

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work-place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

# HR Representative Date

Your signature below indicates that you have received a copy of this position description.

Employee’s Signature Date