

DIRECTOR OF PERSONNEL (BIC)

Duties and Responsibilities

This is a management class of positions. Incumbent performs related work.

Under the direction of the First Deputy, serves as the chief personnel administrator and oversees all personnel actions taken by the Business Integrity Commission; performs related work.

Examples of Typical Tasks

Develops and recommends to the First Deputy personnel policies and procedures for all employees of the Commission.

Within the framework established for Human Resources, translates BIC policies and directives into operating procedures and methods used by all employees.

Supervises managerial, professional and/or support staff performing job functions in the Human Resources Department.

Provides recruitment, training and staff development services.

Serves as the Commission's liaison with other City agencies concerning personnel and labor relations matters.

Manages all hires, including appointments of eligible persons appearing on Civil Service lists. Ensures all new hires meet the qualifications required for the position.

Works on labor relations issues involving the collective bargaining units representing employees of the Business Integrity Commission.

Manages the personnel services budget.

**DIRECTOR OF PERSONNEL (BIC)** (continued)

**Examples of Typical Tasks** (continued)

Works with the Equal Employment Officer to ensure the prevention of workplace discrimination in Commission's employment as well as the Commission's hiring practices.

Keeps abreast of newly enacted laws, rules and regulations, and policies that effect labor matters. Apprises First Deputy of changes and necessary implementation for all new requirements.

**Qualification Requirements**

Bachelor's degree from an accredited college and five years of satisfactory full-time experience in one or more of the following fields: personnel or public administration, labor relations, law or a related field, at least 18 months of which must have been in an administrative, managerial, consultative or executive capacity or supervising personnel performing activities related to the duties of the position.

**Direct Lines of Promotion**

**None.** This class of positions is classified in the Non-Competitive Class.