

# WORKFORCE DEVELOPMENT MANAGER

Job Code	Pay Grade
01532	SM3a

## Nature of Work

This is highly responsible managerial work assisting the County Administrator with Workforce Development. An employee in this position will coordinate Workforce Development with various departments, performing research and a wide range of special assignments, implementing administrative policies, and exercising administrative control over assigned operations and functions. The incumbent is also responsible for planning, supervising, and coordinating personnel programs such as recruitment in high schools, colleges and universities and selection, volunteer services, training, organizational development, records administration, employee relations, performance management, pay and classification, and research and development. Work involves development, implementation and maintenance of major Workforce Development programs, conferring with executive leaders and departmental managers regarding matters of Workforce Development/personnel administration and developing policies, procedures and programs for the County Administrator. Work is performed with considerable independent judgment based on experience in developing courses of action and recommendations. Work is reviewed by the County Administrator through conferences, reports, and observation of results obtained. The incumbent is required to establish and maintain positive communication and work relationships with officials, the general public and workforce.

## Minimum Qualification Requirements

- Bachelor's degree in personnel or human resources management, public or business administration, finance or directly related field and 7 years of professional human resources management operations experience with 3 years of direct experience in the areas of assignment in a leadership role; or
- Masters degree in related field and 5 years experience as described above including 3 years of direct experience in the areas of assignment in a leadership role; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific HR programs and functions.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Implements and administers Workforce Development processes governing policies, rules, regulations, and practices.
- Represents the County Administrator at meetings, conferences, and other important operations meetings interacting with department directors to administer personnel programs and deliver high quality services.
- Supports County Administrator, Assistant County Administrators, and directors in planning and directing assigned Workforce Development/ personnel programs and all departmental activities and completes special projects and special assignments that impact the entire workforce under the County Administrator.
- Assists County Administrator, Assistant County Administrators, and directors in the preparation of policies, procedures to conform with requirements and resource plans.
- Advises County Administrator, Assistant County Administrators, directors, and others on complicated administrative employment issues, rules, and regulations.

## WORKFORCE DEVELOPMENT MANAGER (continued)

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### Illustrative Tasks (continued)

- Conducts research and analyzes data to make recommendations and decisions to overcome organizational problems, improve operations, to develop/improve personnel rules, regulations, policies, and programs.
- Supervises a staff of professional, technical, and/or clerical employees, as necessary; conducts or assists others on completion of performance reviews, handle disciplinary actions, and recommend action on discipline, grievances, hiring, and termination.
- Administers and interprets county personnel policies for County Administrator, directors, or individual employees.
- Performs work method studies and cost analyses within the department and recommends procedural and operational changes or modifications.
- Furthers the Board of County Commissioners Strategic Goal – Create a Quality Workforce in a Positive, Supportive Organization.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of merit system principles and policies.
- Knowledge of the principles, practices and procedures of public personnel administration including new developments, current literature and sources of information in public personnel administration.
- Knowledge of statistical concepts, research methods, and data analysis.
- Knowledge of federal, state and local laws and guidelines pertaining to personnel administration.
- Knowledge of recent developments, current legislation and literature in the field of personnel administration and labor relations.
- Ability to establish and maintain effective working relationships with administrative officials, associates, and the general public.
- Ability to research and develop administrative practices, procedures, and systems for personnel programs.
- Ability to plan and supervise the work of subordinates.
- Ability to apply computer applications and software.
- Ability to communicate effectively, both orally and in writing.

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Created	EEOC Code	Overtime Code
6/15	Officials & Managers	Exempt