

## **Deputy Director for Human Resources**

Administers human resources policies, programs and practices; including planning, organizing, developing, implementing, coordinating and directing. The Deputy Director for Human Resources advises the Commissioners, Department Heads and Staff on all matters relating to personnel management.

### **Duties and Responsibilities:**

- Responsible for labor relations, provides advice and counsel on personnel issues.
- Negotiates with collective bargaining units and administers labor contracts.
- Proposes, publishes and administers personnel policies.
- Directs benefits administration and enrollment processes.
- Maintains personnel records. Prepares, recommends and maintains records and procedures for controlling personnel transactions and reporting personnel data.
- Prepares performance review forms and directs the distribution and administration.
- Administers classification programs and the development of job descriptions.
- Develops and administers recruitment and orientation processes.

### **Requirements:**

- Bachelor's Degree in Human Resources or a related field; or equivalent managerial and supervisory experience in public or private personnel management.
- Master's Degree in Human Resources Management or a related field, and/or professional certification (PHR, SPHR), preferred.
- Three (3) years Labor Relations experience, preferred.

**Interested candidates submit a resume and cover letter by Friday January 27, 2012, to:**

**Lackawanna County Chief of Staff  
200 Adams Avenue, 6<sup>th</sup> Floor  
Scranton, PA 18503**

**[elkinsm@lackawannacounty.org](mailto:elkinsm@lackawannacounty.org)**