

### **Deputy Director for Human Resources**

Administers human resource 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 Resource Management or related field, and/or professional certification (PHR, SPHR), preferred.

**Interested candidates submit a resume and cover letter by Tuesday January 27, 2009, to:**

**Deputy Director for Human Resources**

**200 Adams Avenue**

**Scranton, PA 18503**

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