

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 to:

**Lackawanna County Chief of Staff
200 Adams Avenue, 6th Floor
Scranton, PA 18503
elkinsm@lackawannacounty.org**