

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION
PERSONNEL MANAGEMENT OFFICE
FUNCTIONAL STATEMENT

PRESENT

Under the general direction of the Deputy Director for Administration, manages a comprehensive system of personnel staff services to assist departmental management in the effective recruitment, retention, and utilization of personnel resources through programs of staffing and technical services, labor relations, employee relations and safety, and employment transactions and records, and to assure departmental compliance with Federal and State employment laws, rules and regulations, and negotiated collective bargaining contracts pertaining to employees in bargaining units 01, 02, 03, 04, 09, 10, and 13.

1. Evaluate personnel staff services and personnel management of the department and plans, develops and directs such services for the improvement of departmental personnel management, including formulating and recommending departmental personnel policies and procedures, developing and implementing improved work methods and procedures, gaining the assistance of other departmental staff services, and formulating and recommending budgetary requirements for the Personnel Management Office and for personnel services in other organizational components.
2. Establish basic work plans and schedules to deal with ongoing departmental personnel problems and with special, major work demands associated with collective bargaining negotiations, programs/projects of the central personnel agency, and operating problems of the Personnel Management Office.
3. Advise the Deputy Director for Administration, the Director of the Department of Public safety, and other management staff regarding issues, concepts, projects, programs, and problems in personnel management.
4. Represents the department in dealing with employees, unions, appellate bodies, arbitrators and others to resolve personnel issues and problems, and serves as departmental advocate in personnel matters in dealing with Department of Human Resource Development and other agencies.
5. Direct the preparation of manuals, instructions, and other materials for the conduct of personnel management functions throughout the department, and initiates periodic field visits and workshops for operating staff to foster mutual understanding and assist in resolving personnel management problems.

LABOR RELATIONS UNIT

Under the general supervision of the head of the Personnel Management Office, conducts departmental administrative services relative to negotiated contracts applicable to various bargaining units and participates in contract negotiation activities as departmental representative.

1. Provide informational and technical services to management on applicable personnel rules and regulations and contract provisions; and advises management on actions appropriate to given labor relations problems and situations, verifies contract interpretations, handles grievances, disseminates labor relations information to all organizational components, and so forth.
2. Participate in contract negotiations by reviewing and analyzing proposals, informing departmental management of proposals, and assisting in formulating departmental responses; develops data to facilitate the negotiation process, serves on contract negotiation working committees; coordinates Departmental effort relative to essential

worker determinations; and performs related functions.

3. Maintain contract information and interpretations, serves as liaison with the State's Office of Collective Bargaining and Department of Human Resources Development to ensure correct and consistent Departmental actions, maintains contact with union and employee representatives to ensure open communications, and performs related functions.
4. Establish and maintain Departmental labor relations procedures to ensure conformance with contractual requirements, maintains pertinent records and files, and conducts analysis of labor relations trends and development for management purposes.

STAFFING AND TECHNICAL SERVICES UNIT

Under the general supervision of the head of the Personnel Management Office, conducts departmental administrative services to facilitate the position classification and compensation, recruitment, examination, and background checks for positions and new hires on a timely and consistent basis.

1. Establish and maintain operating procedures for the classification and reclassification of positions. This include delegated actions, requests for new job classifications, administrative reviews, appeals involving the review and revision of position descriptions, preparing justifications and other documentation, advising management and employees on the status of requests and further actions to be taken, preparing appeals, and serving as Departmental representative at hearings.
2. Establish and maintain operating procedures for justifying and promoting competitive pay scales for the several categories of Departmental employees by collecting and analyzing data on internal and external pay relationships and other factors; developing justifications for repricing requests and various pay differentials, advising management and employees, preparing request and appeal memoranda, and serving as Departmental representative at hearings.
3. Establish and maintain operating procedures for projecting Departmental human resource needs, and the selection and placement of employees involving such functions as internal recruitment, screening of eligibles, assistance in or conduct of various candidate assessment procedures including formal interviews and/or written examination, auditing of the selection process, and referrals for final selection or placement.
4. Establish and maintain operating procedures in conducting examination functions by conducting job analysis, research and test development, conducting validation studies, procuring and overseeing contracting of testing services and/or in-house test development and administration, administrative reviews, and other administrative activities, such as, representing the department at appeals.
5. Establish and maintain administrative rules and operating procedures in conducting background suitability examination for internal and external new hires for the department by utilizing both the state and federal automated systems, rules, and laws.
6. Establish and maintain operating procedures in conducting annual criminal history checks on identified staff, to be in compliant with the federal and state firearm laws and the federal Prison Rape Elimination Act (PREA).
7. Establish and maintain operating procedures for the authorization, issuance, display, and control of departmental identification badges.
8. Serves as liaison with the Department of Human Resources Development in seeking central agency services and to ensure compliance with personnel laws, rules and regulations, bargaining unit contracts, personnel policies and procedures, guidelines, and other requirements in relation to delegated/non-delegated actions and other functions.

EMPLOYEE RELATIONS/TRANSACTION UNIT

Under the general supervision of the head of the Personnel Management Office, conduct departmental administrative services to enhance human resource utilization working conditions and related areas, process personnel transactions for Departmental and State record keeping, control, and other management purposes.

1. Establish and maintain operating procedures for career employment, including upward mobility planning, performance appraisal and evaluation, service awards and recognition, morale and motivation activities, and employee assistance services.
2. Establish and maintain operating procedures for employee safety and health, including work safety campaigns, accident investigations, and proposals for corrective actions and accident reduction, and worker's compensation claims handling and investigation.
3. Serve as Departmental liaison and informational resource on various health and related benefit programs, leave provisions, deferred compensation, retirement benefits, and other programs, promotes employee awareness, assures adherence to enrollment procedures, and provides assistance to employees.
4. Advises management on proposed legislation and revised statutes pertaining to employee relations, assists in orienting new hires and all employees to major changes in benefits and procedures, maintains files on benefit information and employee participation, and so forth.
5. Receive various personnel action forms and reviews for completeness and correctness relative to personnel laws, rules, and regulations, and negotiated contracts; makes corrections or returns to initiating office; and refers or transmit for further action.
6. Initiates and completes "Employee Personnel Action reports" to document employee status, position, pay, and other changes, and transmits for further action.
7. Explain personnel rules and regulations and collective bargaining contract provisions as they relate to personnel transactions to management and employees as requested.
8. Maintain employee roster and personnel record files, provides employment verification service, and compiles personnel statistical information.