



CIVIL DIVISION
CLASS SPECIFICATION

DIRECTOR OF PERSONNEL AND
BUSINESS ADMINISTRATION

DATE ADOPTED: 06/01/2026

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This is administrative and technical work involving responsibility for overseeing the personnel and business operations of a civil division. The incumbent supervises and performs a variety of personnel related activities, including the maintenance of employee personnel records, administering employee benefits programs, and advising department heads on personnel and civil service matters. In addition the incumbent performs varied administrative work that includes responsibility for the day-to-day operations of the agency. The work is performed under the general direction of a higher level administrator. Supervision may be exercised over paraprofessional and/or support staff.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Administers employee benefits programs, including health insurance, sick leave, vacation, retirement and blood bank;
2. Administers unemployment insurance program, maintaining records, protesting inappropriate charges, compiling necessary information for and occasionally participating in unemployment insurance hearings;
3. Coordinates critical personnel functions such as contract administration and policy recommendation and development;
4. Reviews and maintains personnel records of employees;
5. Prepares payrolls and supplemental payrolls and/or reviews payrolls prepared by others for accuracy;
6. Compiles data and prepares salary plans for administration's review and approval;
7. Provides pre-retirement counseling to employees;
8. Prepares and maintains personnel manual;
9. Advises elected officials, department heads and employees on personnel and civil service matters;
10. Coordinates all civil service reporting activities, serving as liaison between department heads and the County Personnel Department;
11. Assists in labor negotiations by gathering and compiling data;
12. Prepares a variety of reports, Personnel Department budget, etc.;
14. May be responsible for Equal Employment Opportunity compliance and reporting;
15. May establish employee performance evaluation systems;
16. Supervises and participates in the preparation of payrolls, tax reports, and fiscal reports;
17. Supervises and participates in the preparation and maintenance of departmental records and archives;
18. Maintains control of the department's fixed assets, i.e. furniture and equipment;
19. Supervises the purchasing and inventory of departmental office supplies;
20. Oversees the purchasing function for all the needs of a department or several departments;
21. Assists in the preparation of annual budgets; maintains budget accounts;
22. May prepare the specifications for the purchase of vehicles and equipment and accept bids;
23. Files and maintains all financial related records such as processing of payrolls, invoices, voucher submissions, bills and correspondence;



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25. May perform special projects in determining workflow, priorities and cost studies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of the principles and practices of modern public personnel administration and labor relations;

Good knowledge of the overall organization of city or town government; good knowledge of modern office practices, procedures and equipment; good knowledge of business arithmetic;

Knowledge of office practices necessary for interacting with staff, vendors, and the public, expediting office workflow, filing and retrieving information and compiling and analyzing information;

Knowledge of software packages for word processing to produce memos and letters and for spreadsheets and database management to produce a variety of reports and financial spreadsheets;

Knowledge of account keeping principles and practices as they apply to classifying financial transactions, maintaining, reconciling, and closing accounts;

Ability to read and interpret complex laws, and regulations including civil service, unemployment insurance, retirement system, and health insurance;

Ability to communicate effectively both orally and in writing;

Ability to compile data and compose correspondence and reports from general instructions;

Ability to plan and supervise the work of others;

Ability to learn and use automated information systems;

Ability to act independently in carrying out the daily functions of an office or program;

Ability to establish and maintain effective working relationships with others;

Ability to gather, compile and evaluate information and records, prepare reports, and make recommendations based on an analysis of data collected;

Ability to train employees in office procedures and guidelines;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A) Master's degree in Business Administration, Public Administration or a related field including six (6) standard credit hours in accounting and one (1) year of full-time experience in personnel administration;

OR: (B) Bachelor's degree in Business Administration, Public Administration or a related field including six (6) standard credit hours in accounting and two (2) years of full-time experience in personnel administration

OR: (C) Associate's degree in Business Administration, Public Administration or a related field, including six (6) standard credit hours in accounting and four (4) years of full-time experience in personnel administration;

OR: (D) An equivalent combination of training, education, and experience within the limits of (A), (B) and (C) above.



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NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: