



Pennington County
Director of Administrative Services
(Exempt C51)

Position Objective:

The Director of Personnel Services directs the human resources, training, and psychological services and volunteer functions for the Pennington County Sheriff's Office. This position is provided a high level of autonomy and decision-making authority.

This position interprets programs into operational plans and makes decisions to allocate appropriate resources.

Under the direction of the Sheriff, the Director of Personnel Services is responsible for making hiring, disciplinary action and termination decisions for personnel allocated to the Pennington County Jail (PCJ), Western South Dakota Juvenile Services Center (JSC), Addiction Treatment Services (ATS) and Law Enforcement. This includes 421 full-time equivalent team members, part-time seasonal team members, and other volunteer personnel.

The Director of Personnel Services directly supervises the Human Resources Generalist, Wellness Coordinator, Psychologist, Training Division and a part-time team of Personnel Background Investigators.

Essential Functions:

- Providing input on the overall policy and strategic planning for the office to include the exercising discretion on implementation.
- Supervision of direct reports to include performance management, disciplinary administration, selection and training.
- Serving as a member of the six-person command staff consisting of the Sheriff, Chief Deputies and Division Commanders.
- Advising the Sheriff and Command Staff with employment law and best practices for personnel risk management consisting of the review and recommendation on approximately sixty disciplinary actions annually up to and including termination of employment.
- Directing the selection and processes for pre-employment background investigations to include the decision to hire, methods, document retention, policy and procedures in accordance with applicable best practices, state and federal law.
- Directing the Sheriff's Office staffing function to include position tracking, budget allocation, compensation, position requests, attendance at the County Compensation Committee Meetings, implementation and management of applicable policies and procedures.
- Directing the training operations for all employees during initial hire, annual requirements, risk management and professional development.
- Management of on-the-job training program ranging from trainer selection, documentation, remedial efforts and completion or termination.

- Management of annual training to meet state, accreditation and policy requirements including an average of 80 plus hours per deputy sheriff, 40 hours for correctional staff and maintenance of licensure status for professional positions.
 - Directing staff Psychologist. Identifying best practices and directing implementation of employee wellness, staff mental health resources, pre-employment assessments and complex personnel matters.
 - Directing the allocation of psychological resources serving 673 full-time personnel with the Rapid City Fire Department, Rapid City Police Department, Pennington County Emergency Services Communication Center and regionally for public safety entities as determined appropriate.
 - Directing compliance with County compensation policy, implementing changes, advising best practices and providing mechanisms to track, communicate and review consistency in application.
 - Directing the return to work, disability accommodations and medical disability situations for public safety personnel.
 - Directing the pre-employment and annual physical agility testing program.
 - Directing the processes and implementation of programs to retain and attract quality public safety professionals.
 - Overseeing the annual personnel budget by managing and tracking FTE allocation.
 - Advising and implementing efficiencies during annual budget process to include staffing and compensation related communication.
 - Exercising budgetary authority on expenditures.
 - Managing the implementation and best practices for performance management tracking, policy, procedure and monthly pay review process management.
 - Managing internal job analysis and compensation reviews.
 - Management of workers compensation claim submission, tracking, communication, risk mitigation and prevention efforts.
 - Implementing and administering promotional processes.
 - Exercising discretion for decision making as the Sheriff's Proxy on the County Compensation Committee.
 - Serving as the Sheriff's Proxy vote to exercise decision-making on County Health Care Trust Board, communicating, implementing, educating, enrolling and management of Sheriff's Office employees utilizing the benefit.
 - Tracking and compliance with the EEOC and affirmative action plan.
 - Serving as a liaison as needed to assist with consistent policy and procedure application with the County Administrative Offices.
 - Assisting with public relation, recruiting and staff volunteer events.
 - Adhering to policies and procedures
 - Attending meetings, events and trainings as required.
 - All other duties as assigned.
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This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- Bachelor's Degree in Human Resources or related field. Master's Degree is preferred.
- Minimum five years leadership and/or management experience.
- Preference given to those with society of human resources management certification.
- Proficient computer skills to include the ability to extract statistical data, prepare professional presentations and knowledge of Microsoft Office Suite.
- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to SD.

Working Environment:

The work is typically performed in an office.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.