



- Manages the recruitment activities for classified positions which include processing vacancy request forms, advertising, reviewing and processing applications eligible for appointments to vacant positions, administering and grading examinations, establishing and maintaining employment and promotional eligibility lists/rosters and certifying names of applicants eligible for appointment to vacant positions
- Provides direction to departmental supervisors in the drafting of job descriptions for newly created positions, as well as amending existing position descriptions; maintains record of all job descriptions as approved by the Board
- Monitors legal requirements and government reporting regulations affecting personnel administration; ensures policies, rules, procedures and reports are in compliance
- Develops, implements, maintains, and facilitates the on-going administration of the Employee Performance Evaluation Program to ensure effectiveness, compliance, and equity within the civil service system
- Consults with legal counsel to ensure that rules and procedures comply with applicable federal and state employment laws
- Serves as the Executive Secretary to the Civil Service Board in the performance of drafting meeting notices, agendas, and public hearing notices, preparing agenda packets, transcribing meeting minutes, disseminating Board actions, and attending all meetings
- Maintains record of Board member's terms of office; notifies Board of Directors of respective Alumni Association of vacancies; and submits required resolution to Lafourche Parish Council for appointment of Board members
- Checks MUNIS daily for pending items needing Civil Service approval and maintains corresponding reports
- Assists in the completion of the annual audit by maintaining and providing departmental records as needed
- Receives and resolves complaints, concerns, and questions from employees, the general public, elected officials, members of the Civil Service Board, and representatives of the Department of Labor and associated labor organizations
- Responsible for the establishment, preparation, and maintenance of all departmental personnel records and reports; maintaining confidentiality

Other duties may be assigned.

#### **ADDITIONAL RESPONSIBILITIES**

- Serves as a member of outside affiliated boards and commissions, as assigned
- All parish government employees in a declared emergency shall be considered essential personnel

## **SUPERVISORY RESPONSIBILITIES**

Supervises all employees in the Civil Service Department. Carries out supervisory responsibilities in accordance with Lafourche Parish Civil Service Board rules, policies and procedures and applicable laws of the State of Louisiana; Supervisory responsibilities include testing, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

**Education and Experience.** Bachelor's degree in Human Resource Management or affiliated curriculum from four-year college or university; or three (3) to five (5) years related experience and/or training; or equivalent combination of education and experience in the technical and programmatic aspects of civil service systems.

**Language Skills.** Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, technical procedures, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings.

**Mathematical Skills.** Ability to utilize mathematical formulas; adding and subtracting totals; multiplying and dividing; and determining percentages and decimals.

**Reasoning Ability.** Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Certificates, Licenses, Registrations.** Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

## **OTHER SKILLS AND ABILITIES**

- Must have good knowledge of the methods, practices, and procedures in proper human resource administration; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

## **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk and hear. The employee is frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics are in a typical office setting.