

offices, employees in the Sheriff's office, including the Jail but ~~excepting clerical employees~~, SECRETARY TO THE SHERIFF, employees in the State's Attorney's office with the exception of clerical employees of the Circuit Court, employees of the Assessor's Office with the exception of clerical employees, ~~paid firemen~~, HUMAN SERVICES ADMINISTRATOR, ~~PERSONNEL ADMINSTRATOR~~, BUDGET ADMINISTRATOR, and temporary or seasonal employees.

**b. DUTIES OF THE HUMAN SERVICES ADMINISTRATOR**

THE DUTIES OF THE HUMAN SERVICES ADMINISTRATOR SHALL BE TO PROVIDE COUNTY GOVERNMENT LIAISON, PLANNING AND COORDINATION WITH CITIZENS ADVISORY GROUPS AND ESTABLISHED COMMISSIONS IN THE AREA OF HUMAN SERVICES FOR THE AGED PERSONS, HANDICAPPED PERSONS, PERSONS DISCRIMINATED AGAINST BECAUSE OF RACE OR RELIGION, AND PERSONS IN POOR ECONOMIC CIRCUMSTANCES, AND TO ASSIST IN DEVELOPING A MASTER PLAN FOR THE DEVELOPMENT, IMPLEMENTATION AND EXPANSION OF HUMAN SERVICES TO ALL PERSONS IN THE COUNTY WHERE SUCH NEEDS ARE NOT CURRENTLY MET.

**e. DUTIES OF THE PERSONNEL ADMINISTRATOR**

THE DUTIES OF THE PERSONNEL ADMINISTRATOR SHALL BE TO ADMINISTER OPERATION OF ALL FUNCTIONS OF THE PERSONNEL DEPARTMENT. HE SHALL DIRECT THE RECRUITMENT AND INITIATE INVESTIGATION INTO GENERAL PROBLEMS, DEVELOP FORMS SYSTEMS, AND PROCEDURE FOR PERSONNEL RECORD KEEPING, AND INITIATE RECOMMENDATIONS OF POLICY AND CHANGES TO POLICY IN ANY AREA OF EMPLOYEE RELATIONS.

**1. MINIMUM EXPERIENCE AND TRAINING**

GRADUATION FROM A UNIVERSITY OR COLLEGE OF RECOGNIZED STANDING FIVE (5) YEARS OF EXPERIENCE IN THE FIELD OF PERSONNEL ADMINISTRATION OR LABOR RELATIONS, THREE (3) YEARS OF WHICH MUST HAVE BEEN IN A SUPERVISORY CAPACITY, OR ANY EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE.

**2. THE PERSONNEL ADMINISTRATOR SHALL BE APPOINTED BY THE COUNTY ADMINISTRATOR SUBJECT TO THE APPROVAL OF THE COUNTY EXECUTIVE.**

**C. DUTIES OF THE DIRECTOR OF PUBLIC WORKS**

THE DIRECTOR OF PUBLIC WORKS AND/OR AN ASSISTANT DIRECTOR OF PUBLIC WORKS IN ADDITION TO THE QUALIFICATIONS AS SET FORTH IN THE CHARTER, SHALL BE A REGISTERED PROFESSIONAL ENGINEER OR SHALL BECOME REGISTERED WITHIN TWO YEARS OF HIS APPOINTMENT OR THE OFFICE OF DIRECTOR SHALL BE CONSIDERED VACATED.

**d. DUTIES OF THE BUDGET ADMINISTRATOR**

THE DUTIES OF THE BUDGET ADMINISTRATOR SHALL BE TO SUPERVISE THE COMPILATION OF BUDGET REQUESTS AND THE PREPARATION OF A STATEMENT OF REQUESTS TO THE COUNTY ADMINISTRATOR; TO SUPERVISE AND PARTICIPATE