

DIRECTOR OF HUMAN RESOURCES

DEFINITION

Under general policy direction, plans, organizes, coordinates and directs the programs of the County's Human Resources Department, including human resources operations, labor relations, EEO activities,, employee development functions, and risk management including safety, liability, leave entitlements and workers compensation; provides expert professional assistance to County management staff in human resources matters; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is an at-will department head position appointed by the Board of Supervisors and pursuant to Charter, evaluated by the Chief Administrative Officer. This class has department head level responsibility for direction and administration of the County's Human Resources Department. The incumbent is responsible for overall policy development, program planning, fiscal management and operation of assigned program activities, including recruitment and selection, affirmative action, job analysis and classification, compensation and benefits administration, employee training and development, risk management, employee records maintenance and the negotiation and administration of agreements with employee organizations. The incumbent is accountable for accomplishing department goals and objectives and for furthering County goals and objectives. Assignments allow for a high degree of administrative discretion in their execution. The incumbent acts as the County Privacy and Compliance Officer and EEO Officer.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for human resources and risk management functions.
- Prepares, presents, and administers the department's budget; monitors the maintenance of adequate fiscal controls.
- Plans, directs, organizes, coordinates and evaluates the overall activities of the Department that includes human resources, risk management and personnel related functions of the County.
- Plans, organizes, administers, reviews and evaluates the activities of professional, technical and office support staff and monitors the work of subcontractors as necessary.
- Works closely with the Board of Supervisors, Chief Administrative Officer and other County management staff regarding human resources, and risk management activities..
- Acts as chief spokesperson in County negotiating and labor relations activities; administration of memoranda of understanding and salary and wage issues; serves as the Chief Administrative Officer's designee in grievance matters.
- Directs recruitment and selection activities for permanent and temporary County staff.
- Directs comprehensive job analysis, classification and compensation activities.
- Directs programs of employee training and development.
- Directs the County's comprehensive risk management program including safety, liability and workers compensation.
- Directs and monitors employee benefit plans/programs, including but not limited to health, life, vision, dental, employee assistance program, retirement and deferred compensation plans.

- Administers the County's self-insurance programs; works with brokers and third party administrators in the placement of insurance and setting of insurance limits.
- Selects assigned staff and provides for their training and professional development; interprets County policies and procedures to employees; is responsible for productivity and discipline of department staff.
- Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives and recommendation.
- Directs and prepares a variety of complex administrative and technical reports; directs the maintenance of departmental records.
- Represents the County and the Department in meetings with representatives of governmental agencies, professional and business organizations, employee organizations and the public.
- Manages and oversees professional service contracts for various third party administration service contracts.
- Monitors developments and legislation related to human resources and risk management matters, evaluates their impact upon County operation and recommends and implements policy and procedural improvements.

QUALIFICATIONS

Knowledge of:

- Principles, practices and techniques of public human resources administration, including recruitment and selection, EEO activities, classification, job analysis, compensation and benefits administration and employee development.
- Principles and practices of labor relations in the public agency setting, including effective negotiation techniques.
- Principles and practices of public risk management administration including health and other employee benefit programs, general liability, workers compensation, risk avoidance, and workplace safety.
- Administrative principles and methods, including goal setting, program development and implementation and employee supervision.
- Federal, state and local laws, regulations and guidelines applicable to human resources activities..
- Principles and practices of budget development and administration.
- Principles and practices of contract administration.

Skill in:

- Planning, organizing, administering, reviewing and evaluating human resources and risk management programs.
- Selecting, training, motivating and evaluating assigned staff, and providing for their professional development.
- Negotiating effectively with varied groups and individuals.
- Developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls.
- Interpreting, applying and explaining complex laws, policies, rules, and regulations.
- Analyzing complex problems, evaluating alternatives and making creative recommendations.
- Preparing clear, concise and complete reports, correspondence and other written materials.
- Making persuasive oral presentations to individuals and groups.
- Exercising sound independent judgment within general policy guidelines and legal constraints.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

- Preparing and maintaining a departmental budget.

Director of Human Resources

Page Three

Other Requirements:

Must possess a valid driver's license. Individuals who do not meet this requirement due to physical disability will be reviewed on a case by case basis. Must be able to attend evening meetings.

Education and Experience:

Education, training and experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are : a Bachelor's degree from an accredited college or university in business,,public administration, employee relations, industrial relations, psychology or a closely related field and four years of management or supervisory experience in various areas of the human resource function, including labor relations. Possession of a Master's degree or Juris Doctorate, are desirable. Experience in a California public agency setting is highly desirable.

Note: The above qualification area is a typically accepted way of demonstrating possession of the required knowledge and,skills.