



NOVEMBER 2016  
FLSA: EXEMPT  
Bargaining Unit:  
JCN:

## ASSISTANT DIRECTOR OF HUMAN RESOURCES

### **DEFINITION**

Under administrative direction, assists in planning, organizing, managing, and providing administrative direction and oversight for major functions and activities of the Human Resources Department, including recruitment and selection, employee benefits administration, job analysis and classification, compensation, labor relations and negotiations, employee training and development, and general human resources administration; assists in coordinating assigned activities with other County departments, divisions, outside agencies, and the public; fosters cooperative working relationships among County departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Director of Human Resources in areas of expertise; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Human Resources. Exercises general and direct supervision over professional, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

This is an assistant department head position responsible for assisting in the management of the operations of the human resources department. Successful performance of the work requires knowledge of public policy, county functions and activities, including the role of an elected Board of Supervisors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for furthering departmental goals and objectives within general policy guidelines.

This class is distinguished from the Director of Human Resources in that the latter is a department head with overall responsibility for administration and operation of the function.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Assumes responsibility for major human resources functions and activities, which may include recruitment and selection, employee benefits administration, job analysis and classification, compensation, labor negotiations, employee training and development, and general human resources administration.
- Assists in managing and participates in the development and administration of the Human Resources annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Director.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Director; directs the implementation of improvements.
- Meets and confers with department staff regarding interpretations of human resources policies and procedures.
- Acts as spokesperson in negotiating employee labor contracts; assists in the development of bargaining strategies.
- Conducts a variety of departmental, organizational, and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources and other types of public services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects to the Board and CAO, as assigned by the Director of Human Resources.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as acting Director in the absence of the Director of Human Resources.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and techniques of public human resource administration, including recruitment and selection, equal employment opportunity, classification, job analysis, compensation and benefits administration, and employee development.
- Principles and practices of labor relations in a public agency setting, including effective negotiation techniques.
- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff.
- Public agency budget development, contract administration, Countywide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of county government administration.
- Principles and practices of comprehensive human resources program development, implementation, and management in a county setting.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to human resources.
- Principles and techniques for working with groups and fostering effective interaction.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- Provide administrative and professional leadership and direction for the department and the County.
- Understand, interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, technical, and administrative support staff; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct effective negotiations and effectively represent the County and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in human resources management, public or business administration, or a related field, and six (6) years of experience in human resources and labor relations, including at least three (3) years in a management capacity within a full service human resources environment. A master's degree in business or public administration, or a related field, and experience in a public agency is desirable.

**Licenses and Certifications:**

- Possession of a Professional in Human Resources certification is preferred.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a

computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to attend meetings outside of regular working hours.