

ASSISTANT HUMAN RESOURCES DIRECTOR

DEFINITION

To assist the Human Resources Director in managing and directing the Human Resources department to include recruitment and selection, classification and compensation, labor relations, risk management and training, leaves administration and employee benefits administration; and to provide highly complex staff assistance to the Human Resources Director.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the next higher classification of the Human Resources Director in that the latter has overall responsibility for the Human Resources Department. This is an unclassified position in which the incumbent serves at the will of the Human Resources Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Human Resources Director.

Exercises direct supervision over management, professional and technical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Assist the Human Resources Director in managing and directing the Human Resources department.

Assist in developing department goals and objectives; assist in the development of and implementation of policies and procedures.

Plan, organize and direct assigned activities including recruitment and selection, classification, compensation, labor relations, risk management, training, leaves administration and employee benefits.

Assist in the development and implementation of the department work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the budget for assigned programs; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

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Provide support in labor relations programs to include processing of grievances, investigation of complaints, administration of existing employee contracts and agreements; may act as chief negotiator in collective bargaining process.

Negotiate and resolve sensitive, significant and controversial issues.

Explain and interpret Human Resources Department programs, policies, and activities, including negotiating and resolving sensitive human resource issues.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.

Represent the Department to the City Council, Personnel Board, outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of human resources and public administration.

Techniques of recruiting, interviewing, and selecting applicants for employment.

Principles and practices of wage and salary administration.

Principles and concepts of job evaluation and job analysis.

Principles and methods of employee development and education.

Principles and practices of policy development and implementing.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of business correspondence and report writing.

Pertinent local, State and Federal rules, regulations and laws.

Budgeting procedures and techniques.

Principles and practices of organizational analysis and management.

Principles and practices of supervision, training and personnel management.

Modern office procedures, methods and computer equipment.

Ability to:

Organize, direct and implement a comprehensive Human Resources program.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Interpret and explain Department policies and procedures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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Experience:

Six years of increasingly responsible experience in human resources, including two years of supervisory responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university. Major course work in human resources, business, public or personnel administration, political science or a related field is desirable.

License or Certificate

Possession of a valid California driver's license upon date of appointment.

05-22-17

05-14-16 Assistant Human Resources Director

09-06-09 Eliminated

12-09-04 Assistant Human Resources Director