

HUMAN RESOURCES DIRECTOR

DEFINITION

Under administrative direction, plans, organizes and administers the County Human Resources program; ensures County complies with all applicable federal and state regulations; and performs related professional and administrative work as required.

DISTINGUISHING CHARACTERISTICS

This is a department head position responsible for the development, implementation and maintenance of a comprehensive Human Resources program for the county. The Director provides advice and assistance on personnel related matters to the County Administrative Officer, Board of Supervisors, other County department heads and employees.

REPORTS TO

County Administrative Officer,

CLASSIFICATIONS DIRECTLY SUPERVISED

Clerical, technical and/or professional staff of the department.

EXAMPLES OF DUTIES

- Directs the County Human Resources programs, including recruitment, testing, classification, compensation, the County's self-funded health plan, benefits, affirmative action/equal employment opportunity, and training.
- Supervises, trains and evaluates staff.
- Coordinates labor relations, activities, interprets memoranda of understanding and assists with grievance and layoffs.
- Provides personnel advice and assistance to the County Administrative Officer, Board of Supervisors, department heads and employees.
- Coordinates Worker's Compensation functions with other County staff.
- Performs special projects as assigned by the County Administrative Officer and/or Board agenda items as required.
- Prepares a variety of personnel related presentations and reports.
- Responds to public inquiries and concerns.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with County Administrative Officer, department heads, staff and the public.

DESIRED QUALIFICATIONS

KNOWLEDGE OF

- Public personnel policies and practices.
- Laws and regulations governing Human Resources administration and employer/employee relations.
- Methods involved in recruitment, testing, compensation, administration, equal employment opportunity, benefits and employee negotiation.
- Supervisory principles and techniques.
- Principles, practices and techniques of public administration.
- Modern office practices and equipment.

ABILITY TO

- Plan, develop, and implement comprehensive personnel, employer/employee relations and benefits programs.
- Analyze a variety of complex administrative and organizational problems and make sound policy and procedural recommendations.
- Communicate effectively in written and oral form.
- Conduct training for County management and staff on personnel functions and issues.
- Prepare a variety of comprehensive reports.
- Effectively represent the programs, operations, and functions of the County with the public, community organizations, other County Staff, and other government agencies.
- Establish and maintain cooperative working relations.
- Supervise, train and evaluate staff.

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EDUCATION

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE

Five (5) years of progressively responsible personnel/human resources experience, at least two (2) of which must have been in a supervisory capacity.

SUBSTITUTION

Applicable personnel/human resources experience can be substituted for college on a year for year basis.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.