

DIRECTOR OF HUMAN RESOURCES/RISK MANAGEMENT At-Will

DEFINITION

Under administrative direction of the County Administrative Officer, plans, organizes, coordinates and directs the County's personnel programs, classification and compensation, recruitment and selection, employer-employee relations, labor negotiations, benefit administration, affirmative action and employee development functions, and other personnel management functions. Provides expert professional assistance to County Administrative Officer, Board of Supervisors, other County department heads and employees. Under general direction, performs a variety of complex, professional and analytical activities in support of assignments.

DISTINGUISHING CHARACTERISTICS

This single position, at-will, classification is characterized by the management level responsibility to manage and direct a full-service integrated personnel system and demands a high level of skill, knowledge, and ability in all aspects of human resources management. The work requires initiative, judgment, discretion and the ability to make independent decisions in recommending, implementing, and administering County personnel rules, policies, and procedures in compliance with legal requirements. Emphasis is placed on overall management skills in developing and implementing personnel program objectives, and in guiding/directing the organization in a manner that achieves policy goals of the county and integrates programs and employees in the most efficient means within available resources. Requires creative ability, resourcefulness and discriminating judgment in the analysis and solution of complex problems and the ability to make technical decisions on specialized and complex matters.

REPORTS TO

County Administrative Officer.

CLASSIFICATIONS DIRECTLY SUPERVISED

May supervise full or part-time FTS series, Office Manager, Human Resources Generalist or related classification.

EXAMPLES OF DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Human Resources

- Gather information and assess resources to coordinate all human resource functions under the Human Resource Department. Perform record-keeping, review of employment practices, review HR policies and procedures. Establish departmental goals and objectives.
- Develop, implement, interpret, monitor, and administer policies and procedures in accordance with state and federal regulations.
- Perform employment related activities such as test development, recruitment, screening, and other selection processes. Ensure compliance with affirmative action and equal employment opportunity laws.

- Determine job classification and groupings, FLSA exemption status, recommend salary levels substantiated by internal and external analysis. Assist departments to define essential functions through job analysis and the development of position descriptions. Conduct research and salary surveys to recommend salaries to the County. Administer and maintain annual salary schedules, reclassifications, and cost of living adjustments. Direct the County in the development of a county-wide class/comp plan.
- Advise employees and managers regarding effective employment relationships. Directs employee surveys on job-related issues, summarizes and analyzes data and prepares reports. Investigates and recommends direction of disciplinary actions, complaints, grievances, etc. for employing officials.
- Participate in labor contract negotiations. Prepare management resources for negotiations by gathering information, resources and proposals. Provide contract administration and interpretation, provide employees and supervisors with assistance on provisions of contracts and labor relation issues.
- Develop, coordinate, and conduct staff training and development programs for all personnel functions, management principals, rules, policies and procedures. Conduct new employee orientations.
- Confer with department heads concerning HR planning, organizational development and goal setting with periodic assessments of progress and attainment.
- Participate in the County strategic planning process. Be a full business partner by supporting the County mission.
- Responsible for the productivity and discipline of the human resources department staff.
- Represent the department in meetings with representatives of governmental agencies, professional and business organizations, employee organizations and the public.
- Develop Board agenda items as required.
- Monitor and implement Human Resource compliance programs as mandated by the state, federal and court case decision/opinion; prepare a variety of personnel related presentations and reports.
- Responds to public inquiries and concerns.
- Conduct interactive process meetings to assure ADA compliance.
- Perform special projects as assigned by the County Administrative Officer and/or Board of Supervisors.
- Build and maintain positive working relationships with co-workers, Union leaders, other County employees and the public.

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, typewriter, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment. Continuous contact with the County Administrative Officer, department heads, staff and the public. Incumbent may work other than a normal 8:00 am to 5:00 pm shift.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Thorough knowledge of principles, practices and techniques of public sector personnel administration including recruitment and selection, affirmative action, classification, job analysis, compensation and employee development.

- Thorough knowledge of the principles and practices of labor relations in the public agency setting, including effective negotiating techniques.
- Administrative principles and methods, including goal setting, program development and implementation and employee supervision.
- Federal, state and local laws, court case opinion/decision, rules and regulations governing human resources administration and employer/employee relations.
- Principles and practices of budget development and administration.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Employee onboarding and offboarding processing and associated records.
- Knowledge of benefit administration.
- Computer based software and programs for human resources processing.
- Principles of supervision, training and performance evaluation.
- Principles and practices of analysis and evaluation of programs, policies and operational needs.
- Principles and practices of conducting investigations.
- Modern office practices and equipment.

Ability to:

- Plan, organize, and administer the operations of a broad, centralized human resources program.
- Select, train, motivate and evaluate assigned staff.
- Negotiate effectively with varied groups and individuals. Thorough knowledge of labor contract administration.
- Develop, implement and interpret goals, objectives, policies, procedures, work standards and internal controls.
- Implement a computer based program for human resources processing.
- Analyze complex problems, evaluate alternatives and make creative recommendations.
- Prepare clear, concise and complete reports, correspondence and other written materials.
- Exercise sound independent judgment within general policy guidelines and legal constraints.
- Ability to be a positive leader with experience leading, facilitating, teaching and coaching teams of people in successful endeavors.
- Maintain confidentiality.
- Ability to communicate effectively orally and in writing. Ability to speak effectively before groups, maintain a good public image.
- Ability to represent Mono County in all forums and gatherings.
- Ability to establish and maintain effective working relationships with County officials, other local governmental officials, employees and the public.
- Analyzing and interpreting a variety of complex insurance, medical and legal documents.
- Analyzing, investigating and evaluating program results relating to objectives and policy guidelines.
- Preparing and administering program budgets.
- Successfully communicating and working with all levels of the line staff, departmental management and Board of Supervisors.
- Ability to act and think strategically.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities might be:

- Bachelors degree from an accredited college or university in human resource management or a related field or a demonstrated equivalent in formal education and experience.
- Five or more years of progressively responsible experience in a human resources department, preferably in the public sector. Three (3) years of which must have been in a supervisory capacity and performing labor relations.
- Demonstrated expertise in communications and interpersonal skills.

Special Requirements:

- Possession of a valid driver's license in California.