

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Assistant Human Resources Director  
**ALLOCATION:** Human Resources & Organizational Services  
**FLSA STATUS:** Exempt  
**UNION AFFILIATION:** Non-Represented

**ESTABLISHED:** November 2015

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### **JOB SUMMARY:**

Under administrative direction, assists the Human Resources Director in managing and directing assigned administrative functional areas and staff within the Human Resources Department. Functional areas include: County-wide comprehensive benefits, risk management and insurance programs, workers' compensation and safety programs, organizational and employee development, recruitment and selection, classification and compensation, Equal Employment Opportunity (EEO) and/or employee relations; establish, develop and implement a broad range of policies, practices and procedures for area of assignment; and perform related work as assigned. This position acts on behalf of the Human Resources Director in his/her absence.

This is the managerial level in the professional human resources series.

### **CLASS CHARACTERISTICS:**

This position reports directly to Human Resources Director and is responsible for assisting in the management of staff in one or more of the functional areas of the Human Resources Department. Assignments are presented in terms of broad practice, precedents, policies and goals. This class is distinguished from the Human Resources Director in that the latter has overall management responsibility for all departmental activities and functions and establishes department vision, goals, policies, practices and procedures.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Establish policies and procedures in compliance with federal and state mandated programs; collaborate with department management; design and implement goals, objectives, policies and work standards for area of assignment; confer with management, supervisors and County staff to serve as a resource in area of assignment.
- Interpret Federal, State and County policies and procedures to employees and ensure programs are in compliance with laws, rules, regulations and procedures; ensure consistency of operations and resolution of issues.
- Supervise, assign, plan, review and evaluate the work of assigned professional, technical and clerical staff; implement department policies, procedures, and service standards in support of county and departmental initiatives; evaluate staffs' job performance; provide direction and coaching, through regular feedback sessions; create individual development plans with employees; discuss job performance problems to identify causes and issues, and to work on resolving problems; recommend discipline and implement discipline procedures as needed/directed.
- Participate in complex fiscal accounting activities for assigned departmental budgets; review, monitor and analyze the activity of assigned revenue and expense accounts; update management staff; make recommendations regarding budget and program issues and implement appropriate cost recovery or expense reduction policies to maintain balanced budget.
- Direct the planning of work, setting of schedules and development of controls to ensure that short and long-range goals of the department are accomplished.
- Design and implement various organizational development and employee training programs.
- Monitor changes in legislation that may affect program operations; evaluate their effect upon program activities and recommend appropriate policy and procedure modifications.
- Prepare or review a variety of narrative and/or statistical reports, correspondence, agenda items, policy papers, presentations and other written materials; prepare or direct preparation and distribution of written and verbal information to inform County management, supervisors and employees of program requirements; make presentations before the Board, committees, the public, etc.

- Confers with and represents the County in meetings with employees and departments, representatives from various governmental agencies, community, business, professional groups and the general public.
- Maintain or direct the maintenance of accurate records and files; ensure the security of confidential records.

**Important:**

- Serve as Human Resources Director on a relief or as-needed basis.
- Act as department representative in emergency or disaster response activities.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Principles and practices, legal statutes, civil procedures and administrative regulations as related to human resources administration and risk management.
- Principles, practices and laws required to develop, implement, and evaluate human resources and risk management programs.
- Federal, State and County laws, codes and regulations related to human resources and risk management.
- Current literature, trends, and developments in the field of human resources and Risk Management.
- Principles and practices of government budget development and administration, financial forecasting and analysis.
- Methods, principles and practices of effective conflict resolution.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Effective negotiation and consensus development with individuals and organizations having a broad range of interests.
- Data sampling and statistical analysis techniques.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Administration procedures and systems, managing files and records, and other office procedures and terminology.
- Modern management and supervisory theories, principles and practices.

**Skill in:**

- Project management.
- Independently coordinating, overseeing and performing complex professional human resources and risk management work in the area(s) assigned.
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Defining and analyzing programs and issues, identifying alternative solutions, projecting consequence of actions and implementation of recommendations.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Independently performing professional analytical and programmatic work and carrying assigned projects through, from data gathering to completion.
- Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems. This includes using initiative and independent judgment within general policy guidelines.
- Conducting cost/benefit analysis.
- Selecting and/or developing training/instructional methods.
- Using tact, patience and courtesy in dealing with those contacted in the course of the work.

**Ability to:**

- Collaborate on topics that are sensitive in nature, involving many stakeholders with competing interests.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Interpret, apply and explain laws, codes and regulations to a variety of individuals.
- Communicate information and ideas in a manner others will understand.
- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.
- Interact with others and demonstrate sensitivity to their needs in order to establish and maintain a supportive and professional working relationship.
- Work within a team framework, both as a leader and a member.
- Organize own work, manage multiple projects/programs and meet critical deadlines.
- Prepare clear, concise and organized written reports, correspondence and other materials by compiling various sources of information into a professional document.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle to attend meetings or visit various work sites.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Generally a typical office environment.
- May be required to travel to various worksites or locations within the County.
- Occasionally may be required to travel for meetings or conferences outside normal business hours.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Attend meetings outside of normal working hours.
- Respond to emergency situations during weekends, holidays and other off-hours shifts.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in human resources, public or business administration or a closely related field and six years of progressively responsible professional level experience in human resources administration and risk management which has included at least two years of supervisory or project/program management and development. *Candidates with strong experience who lack the degree are encouraged to apply.*

**PREFERRED:** In addition to the minimum, additional years of progressively responsible professional level work in multiple functional areas in human resources administration and/or possession of a valid SPHR/PHR, ARM, ARM-P, CSP, SHRM-CP, SHRM-SCP and/or PMP certification(s).

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept Approval:  
Date:

EEOC: A  
WC: 9410

Human Resources Approval: Analyst  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_