

CLASSIFICATION SPECIFICATION



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

ESTABLISHED: July 2010
REVISED: December 2010

JOB SUMMARY:

This is the management class within the Human Resources series, capable of managing, supervising, planning, and organizing the day-to-day activities of any Human Resources related assignment. Assists the Human Resources Director in providing County-wide comprehensive benefits, worker's compensation and safety programs, as well as organizational and employee development. Assignments may also include Merit procedures, Equal Employment Opportunity (EEO), recruitment and selection, classification, compensation, and/or employee relations. Responsibilities also include establishing, developing, and implementing a broad range of policies, practices and procedures for the County employee relations program. This position acts on behalf of the Human Resources Director in his/her absence.

This is a managerial position in the professional Human Resources series.

CLASS CHARACTERISTICS:

This position reports directly to the Human Resources Director and is characterized by a substantial amount of management, administrative and supervisory duties in support of departmental functions. 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:

- Administers workers' compensation program; coordinates with third party administrator to manage claims for employee injuries; provides information to assist in the investigation of claims along with recommending strategies to resolve claims and reduce the frequency and severity of accidental losses.
- Plans, develops, evaluates and coordinates the activities and functions of a safety program; confers with management, supervisors and county staff to serve as a resource regarding safety rules, regulations, training and standards.
- Acts in accordance with California Occupational Safety and Health Administration (CalOSHA) rules and regulations; maintains extensive files, documents and records for all work related injuries.
- Administers comprehensive Countywide employee benefit programs to include health, dental, vision, pension, and deferred compensation through third party administrators; ensures program plan and contract terms are in compliance with applicable laws; negotiates with third party administrators or brokers on plan or contract renewals as needed; prepares or directs preparation and distribution of written and verbal information to inform County management, supervisors and employees of program requirements.
- Designs and implements various organizational development and employee training programs.
- Designs, prepares and provides training to employees regarding human resources policies, procedures, and/or benefit programs.
- Analyzes and reviews benefits insurance programs to evaluate costs and effectiveness of programs; works with third party administrators by researching benefits issues and modifying plans and policies to increase the quality of benefits received.
- Serves as county liaison for employees regarding CalPERS retirement benefits; provides information pertaining to the retirement process and benefits.
- Participates in complex fiscal accounting activities for assigned departmental budgets; reviews, monitors and analyzes the activity of assigned revenue and expense accounts; updates management staff, makes recommendations regarding budget and program issues and implements appropriate cost recovery or expense reduction policies to maintain balanced budget.
- Establishes human resources policies and procedures in compliance with State Disability Insurance, Workers Compensation, Injury and Illness Prevention Program, Unemployment Insurance, Fair Employment Housing Authority (FEHA), and other related federal and state mandated programs.
- Supervises, assigns, plans, reviews, and evaluates the work of assigned staff; implements County, departmental and divisional policies, procedures, and service standards in support of county and

departmental initiatives; evaluates resource needs of assigned staff; ensures adherence to proper work safety standards, work quality standards, and proper procedures, correcting errors or problems; participates in the work of subordinate staff performing county-wide benefits, safety and organizational development functions.

- Monitors and interprets changes in laws and regulations related to areas of assignment; conducts analytical studies including developing and reviewing reports of findings, alternatives and recommendations; presents recommendations to management.

Important:

- Serves as the Human Resources Director on a relief or as-needed basis.
- 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.
- Makes presentations before the Board, committees, the public, media, etc.
- Oversees the preparation and distribution of verbal and written information to employees relating to benefit programs such as insurance plans, pension plans, deferred compensation plans, worker's compensation, safety and other related countywide policies.
- Oversees and participates on the health care committee.
- Acts as department representative in emergency or disaster response activities.
- Prepares and directs the preparation of a variety of written correspondences, reports, procedures and other written materials; directs and oversees the maintenance of accurate files and records.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices, legal statutes, civil procedures and administrative regulations as related to human resources administration.
- Principles, practices, and laws required to develop, implement, and evaluate human resources programs.
- Federal, State and County laws, codes and regulations related to Family Medical Leave Act, California Family Rights Act, State Disability Insurance, Workers Compensation, Unemployment Insurance, Fair Employment and Housing Act, Americans with Disabilities Act and other related federal and state mandated programs.
- Current literature, trends, and developments in the field of Human Resource Management and benefit program administration.
- Health Insurance Portability and Accountability Act requirements.
- California OSHA rules, regulations, requirements and reporting responsibilities.
- Principles and practices of self insurance.
- Safety principles and practices and risk assessment methods and techniques.
- Principles and practices of government budget development and administration, financial forecasting and analysis.
- Principles and process for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Methods, principles, and practices of effective conflict resolution.
- 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:

- Independently coordinating, overseeing and performing complex professional human resources work in the area(s) to which assigned.
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Defining and analyzing problems and issues, identifying alternative solutions, projecting consequence of actions and implementation of recommendations.
- Interpreting, applying and explaining applicable laws, codes and regulations.

- Carrying assigned analytical projects through, from data gathering to completion.
- 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.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Identifying complex problems and review related information to develop and evaluate options and implement solutions.
- Interpreting, applying and explaining applicable laws, codes and regulations to a variety of individuals from various backgrounds.
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Organizing own work, managing multiple projects and meeting critical deadlines.
- Using tact, patience and courtesy in dealing with those contacted in the course of the work.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Communicate information and ideas while speaking so others will understand.
- Prepare clear, concise and organized written reports, correspondence and other materials by compiling various sources of information into a professional document.
- Analyze documents for compliance with Federal, State and industry standards.
- Initiate project tasks with minimal direction.
- 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.

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 sights.

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.
- Occasionally may be required to travel to various worksites or locations.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County 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.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting required prior to hire.
- DMV printout required 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 course work in human resources, public or human resources administration, industrial relations, business, economics, or a closely related field and six years of progressively responsible experience in personnel/human resources functions which has included at least two years of supervisory or management experience. Experience must include at least three functional areas of human resources (i.e. recruitment, promotions, classification, compensation benefits, organizational development, labor relations and/or employee relations).

Candidates with strong experience who lack the degree are encouraged to apply.

PREFERRED: In addition to the minimum qualifications, PHR designation, and/or advanced degree in a closely related field, and/or additional years of experience in supervision, and/or management in public sector Personnel/Human Resources.

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.

Human Resources Dept: Martha K. Wilson
Date:

EEOC: A
WC: 9410

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____