

## CLASSIFICATION SPECIFICATION



<b>CLASSIFICATION:</b>	Human Resources Director	<b>ESTABLISHED:</b>	July 2010
<b>ALLOCATION:</b>	Human Resources and Organizational Services	<b>REVISED:</b>	December 2010
<b>FLSA STATUS:</b>	Exempt		
<b>UNION AFFILIATION:</b>	Non-represented/Management		

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### **JOB SUMMARY:**

Provides overall direction of the Human Resources and Organizational Services Department within the guidelines established by the County Administrator; serves as a human resources and risk management consultant to the County Administrator, executive staff, County departments and program managers; acts as a policy advisor on County human resource and risk management issues; ensures consistency with County, State and Federal requirements on all human resources and risk management matters; is responsible for the department budget, program administration, project planning and legal compliance; serves as the chief negotiator for the County in the meet and confer process; oversees the County's Human Resource function which includes recruitments, benefits administration, classification and compensation, employee and labor relations, training and development, equal opportunity, policy development and administration, risk management, succession planning and other human resource management activities; and performs other duties as assigned.

This is the executive level in the Human Resources series.

### **CLASS CHARACTERISTICS:**

This is an "at-will" classification appointed by and working at the direction of the County Administrator (CAO).

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Uphold Merit, County, State and Federal Human Resources Laws, rules and regulations including Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), Fair Employment & Housing Act (FEHA), Fair Labor Standards Act (FLSA), Workers Compensation (WC) and other mandated human resources actions.
- Plan, organize, direct and coordinate the functions of the Human Resources and Organizational Services Department; coordinate human resource programs, plans and objectives with all department directors.
- Direct and evaluate the County's human resource activities including benefits administration, classification and compensation, employee and labor relations, recruitment and selection, succession planning, organizational and employee development and affirmative action programs.
- Develop, direct, plan, and implement goals, objectives, policies, procedures, and work standards for the department; develop and implement policy and procedural changes as required; draft changes to County ordinances, regulations and procedures for adoption by the County Board of Supervisors.
- Direct and coordinate the department's financial and budgetary activities in order to fund operations and increase efficiency; direct the preparation, approval and administration of the department's.
- Plan, assign, review, and evaluate the activities of professional, technical, and office support staff directly or through subordinate managers; direct the selection of staff; provide training and professional development; interpret regulations and County policies and procedures to departmental employees; ensure effective morale, productivity and development of departmental employees.
- Administer the County's human resources policies, rules and regulations for consistency with Board policies, Memorandums of Understanding provisions and legal requirements.
- Direct the County's risk management program including safety, liability and workers' compensation; including claim processing and contract review.
- Direct the County's labor relations programs, including the administration, negotiation, interpretation and implementation of agreements and dispute resolution with various employee organizations.
- Coordinate, implement, and participate in collective bargaining activities, including negotiations, grievance hearings, and disciplinary actions; may serve as chief spokesperson in collective bargaining negotiations with various bargaining units, and represent the County in mediation, fact finding and arbitration hearings.
- Confer with County management, Board members, organization officials, and staff members regarding human resources, organizational services and risk management issues; coordinate

activities and resolve problems.

- Represent the County in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public; make presentations to the Board of Supervisors and others.
- Administer the County's self-insurance programs; work with brokers and third-party administrators in the placement of insurance, setting of insurance limits and the administration and management of benefits and related programs.
- Analyze operations to evaluate performance of the department and its staff in meeting objectives and to determine areas of potential cost reduction, program improvement, or policy changes; prioritize and allocate available resources; review and evaluate program and service delivery; make recommendations for improvements and ensure maximum effective service provisions.
- Monitor state and federal regulations and legislative activities pertaining to the responsibilities of the department; evaluate their effect upon County activities; recommend and implement changes to policy and procedures as appropriate.
- Ensure that all department functions comply with applicable federal, state and local laws and ordinances.
- Direct the research and preparation of technical and administrative reports and analytical studies; develop and review reports of findings, alternatives and recommendations and prepare written correspondence as necessary.
- Administer the development and implementation of County-wide human resources systems, including the maintenance of employee records and files.

**Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Mandated, County, Federal and State Human Resources Laws, rules and regulations, including the Family Medical Leave Act, California Family Rights Act, State Disability Insurance, Workers Compensation, Unemployment Insurance, Fair Employment and Housing Act, Americans with Disabilities Act, Public Employment Relations Board rules and regulations, and other related federal and state mandated programs.
- Principles, practices and techniques of public human resources administration, including merit based job analysis, recruitment, selection, classification, compensation, benefits administration, and employee training and development.
- Principles and practices, legal statutes, civil procedures and administrative regulations as related to human resources administration.
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Principles, practices and laws required to develop, implement, and evaluate human resources programs.
- Principles and practices of government budget development and administration, financial forecasting and analysis.
- Principles and practices of labor-management relations in the public agency setting, including the collective bargaining process, negotiating strategies and tactics, impasse resolution, and grievance and arbitration procedures.
- Principles of risk management and asset protection, including self insurance programs and risk avoidance techniques.
- California OSHA rules, regulations, requirements and reporting responsibilities.
- Current trends in the field of public human resources, particularly those relating to court decisions affecting agency practices.
- Current literature, trends and developments in the field of Human Resource Management and benefit program administration.
- Health Insurance Portability and Accountability Act requirements.
- Principles and practices of self insurance.
- Management principles and practices, including goal setting, program development, implementation and evaluations, and the supervision of employees.

- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles, practices and techniques for working effectively with appointed and elected officials of the County and other governmental jurisdictions.
- Methods, principles and practices of effective conflict resolution.
- Effective negotiation strategies and consensus development with individuals and organizations having a broad range of interests.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, punctuation and grammar.
- Principles and techniques of making effective oral presentations.
- Applicable laws, codes and regulations.
- Computer applications related to the work, including database or spreadsheet files and the development of reports.
- Administration procedures and systems, managing files and records, and other office procedures and terminology.

**Skill in:**

- Monitoring and assessing the performance of one's self, other individuals, or processes to make improvements or take corrective action.
- Organizing own work, managing multiple projects and meeting critical deadlines.
- Planning, organizing and administering a comprehensive human resources system.
- Planning and overseeing a County-wide risk management program.
- Representing the department and the County and coordinating activities with members of other departments, public agencies and private organizations.
- Interpreting, applying and explaining complex federal, state and local laws related to the administration of a public human resources system.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Defining and analyzing problems and issues, identifying alternative solutions, projecting consequence of actions and implementation of recommendations.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Motivating, developing, and directing people as they work; identifying the best people for the job.
- Leadership, scheduling and supervising staff, skills training, and delegating tasks and authority.
- Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Planning, assigning, organizing, supervising, reviewing and evaluating the work of staff.
- Preparing and directing the preparation of clear and concise staff reports, policies, procedures, correspondence, draft ordinances and other written materials.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Making effective public presentations.
- Being aware of others' reactions and understanding why they react as they do.
- Bringing others together and trying to reconcile differences.

**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.
- Read, analyze, interpret, and explain technical journals, financial reports, legal documents, operating and procedure manuals, general business periodicals, professional journals, government regulations, etc.
- Using initiative and independent judgment within general policy guidelines.
- Interpret, apply and explain applicable laws, codes and regulations.
- Analyze documents for compliance with Federal, State and industry standards.
- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.
- Take action on controversial issues that may conflict with personal values and interact with others in a non-judgmental manner.
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Effectively use interpersonal skills in a tactful, patient and courteous manner.

- Work within a team framework, both as a leader and a member.
- Recognize when something is wrong or is likely to go wrong.
- Interact with others and demonstrate sensitivity to their needs in order to establish and maintain a supportive and professional working relationship.
- Come up with unusual or clever ideas about a given topic or situation, or develop creative ways to solve a problem.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Deal effectively with manipulative, hostile or antisocial behavior.
- Deal courteously, effectively and persuasively with the public, medical, legal and other professionals.
- Accept criticism and deal calmly and effectively with high stress situations.
- Perform calmly, purposefully and appropriately in emergency and stressful situations.
- Instill individual accountability and responsibility by immediately responding to behavior.

**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 functions 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 work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to visit work sites and attend meetings.

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.

**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; maintain valid California Class C driver's license

**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 business or public administration, economics, human resources, industrial relations, law or a closely related field and eight years of progressively related experience in personnel/human resources functions which has included at least two years of supervisory experience. Experience must include at least three functional areas of human resources (i.e. recruitments, promotions, classification, compensation, benefits administration, organizational development, labor relations, employee relations, human resources costs analysis, risk management and self-insurance programs).

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

**PREFERRED:** In addition to the minimum requirements, PHR designation, and/or advanced degree in a closely related field, and/or additional years of supervisory or management experience in public sector human resources involving recruitments, promotions, classification, benefits administration, organizational development, employee relations, labor relations, human resources costs analysis, risk management and self-insurance programs and other human resources related programs.

**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 Approval:  
Martha K. Wilson  
Date:

EEOC: A  
WC: 9410

Human Resources Approval: Iva Seaberg  
Date:

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

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