ASSISTANT HUMAN RESOURCES DIRECTOR

DEFINITION
Under administrative direction, directs, oversees, and administers the operations of Human Resources Department to include Employee Relations, Compliance and Training, Recruitment and Selection, Benefit Administration, Worker's Compensation, and Health & Safety programs in the absence of the Human Resources Director.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Assists in the development and implementation of goals, objectives, policies and procedures for the Human Resources Department; provides advice, consultation and coaching to City supervisors, managers, Human Resource Department staff and other City employees on labor or employee relations issues, including interpretation and contract administration of Memorandums of Understanding (MOU), Civil Service Rules, State and Federal laws and benefit programs;
- Researches and resolves grievances and suggests disciplinary actions; performs critical personnel analysis and recommends solutions to complex issues and problems.
- Conducts and oversees the Human Resources Department recruitment, testing and selection process;
- Oversees the City’s Position Control Programs; Reviews, researches and analyzes existing legislation and recommends, prepares and amends changes for policy implementation;
- Prepares activity reports of the Human Resources Department;
- Interacts and communicates with vendors to establish services for City employees;
- Assists upper management in determining disciplinary actions and creating disciplinary action documentation for assigned staff;
- Respond to State and Federal agency such as Department of Fair Employment and Housing, Equal Employment Opportunity Commission, Public Employee Relations Board, etc;
- Conducts position classification and fringe benefits studies;
- Prepares and revises job classifications; prepares and implements studies and reports;
- Supervises, trains and evaluates assigned staff;
- Responds to requests for assistance or guidance from assigned staff, other departments and/or citizens and takes effective personnel action as required.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of applicable City, County, State and Federal statutes, rules, ordinances, codes and regulations governing personnel and civil service, quality management leadership and/or supervision principles, classification development and benefit administration practices; and of Employee Relations, Labor Laws, Workers Compensation and Safety Principles; and ability to operate a personal computer hardware and software;
- Skilled in identifying and resolving complex Human Resource and Employee Relations issues, assessing and prioritizing multiple tasks, projects and demands, working with conflicting deadlines to complete projects, Costing and Budget Administration, in providing and following oral and written instructions, and in establishing and maintaining productive working relationships;
- Ability to effectively communicate verbally and in writing; and to perform essential duties with minimum supervision
- Proficient in the use of a personal computer and other electronic devices to include MS Office and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending; and may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Bachelor Degree from a four year accredited college or university in Human Resources Management, Organizational Management, Public Administration or closely related field, **AND** five years’ experience performing progressively responsible duties and responsibilities in Human Resources and Employee Relations, classification, compensation, and benefit administration; and recruitment and selection and two (2) years at a supervisory level.