

TITLE: ASSISTANT DIRECTOR OF HUMAN RESOURCES

CODE: 13082

GENERAL DESCRIPTION:

This is very responsible Human Resources executive work involving the direction and coordination of a variety of personnel programs and services.

Work involves responsibility for assisting with the management of the Human Resources function. Duties include the supervision of placement activities, classification/jobs evaluation procedures, compensation and employee benefits programs. This position also has the responsibility for making administrative policy decisions. This work requires that the employee have considerable knowledge, skill and ability in personnel administration principles and practices.

SUPERVISION RECEIVED:

Works under the direction of the Director of Human Resources.

EXAMPLES OF DUTIES:

Assists in planning and directing Function goals, objectives and operations. Directs day-to-day programs and recommends improvements and corrections in programs and procedures. Supervises subordinate employees.

Supervises placement activities including the development and monitoring of recruitment, selection and certification programs.

Supervises classification/job evaluation program and procedures.

Supervises the employee benefit programs including pensions, life and medical insurance, employee assistance and tuition reimbursement.

Supervises activities related to the maintenance of employee records and files.

Assists with the development and supervision of training programs for supervisory employees. Coordinates on-the-job training and workshops.

Assists with labor relations matters including contract interpretation and administration.

Supervises wage and salary administration, merit rating program and procedures, reviews employee performance evaluations.

Prepares and administers Personnel Department budget.

Performs related work as required.

TITLE: ASSISTANT DIRECTOR OF HUMAN RESOURCES

CODE: 13082

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of public personnel administration including recruitment, selection, classification, compensation, affirmative action, training, and labor relations.

Considerable knowledge of public administration principles and practices as applied to a District Function.

Considerable ability to communicate orally and in writing and to coordinate highly varied and complex operational and administrative activities and to lead others in the Function in day-to-day operations.

Good ability to administer policies and procedures at the Function level involving goals, objectives, planning, financial management, decision-making, and report development and writing.

Good ability to monitor the work of District Function activities and to provide routine supervision of all work groups in a Function.

Good ability to provide supervision of the technical and professional staff of the Human Resources Department.

Considerable ability to establish and maintain effective working relationships with subordinates, coworkers, District officials and other governmental agencies.

QUALIFICATIONS:

A bachelor's degree in personnel, public or business administration, psychology or a related field from a recognized college or university plus five years of increasingly responsible personnel experience including at least two years in a supervisory capacity.

SPECIAL REQUIREMENTS:

None.