



AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

**DEPUTY PERSONNEL DIRECTOR**  
**Application Deadline: OPEN UNTIL FILLED**

**DEPARTMENT:** Personnel/Administration  
**LOCATION:** Countywide  
**SALARY:** Range 88 \$7611 \$7984 \$8389 \$8807 \$9248\*\*  
(The above monthly salary will be paid over 26 pay periods annually)

**\*\*BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) –Inyo County pays employee contribution for current CalPERS members; new CalPERS members (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

**DEFINITION:**

Under general administrative direction, plans, organizes and directs the activities of the Department of Human Resources; performs related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

This is a single position class characterized by responsibility to develop and administer the County Personnel Management Program which includes Recruitment, Examination and Selection; Classification; Employee Relations; Equal Employment Opportunity; Organizational and Employee Development; Employee Benefits; and Personnel Records/Transactions. The incumbent serves as principal advisor to the County Administrative Officer and Board of Supervisors on the personnel and organizational matters. The position reports to the County Administrative Officer.

**EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Directs the planning, development, implementation and administration of personnel programs. Evaluates program effectiveness and initiates changes as required. Ensures coordination with county officials, affected departments and organizations.
- Formulates, recommends and implements personnel management policies and procedures within the framework of the County's merit system and legal mandates.
- Interprets, explains, and ensures compliance with county Personnel Rules, Memorandum of Understanding, ordinances, and agreements. Directs the review and analysis of legislation, state and federal regulations, and court decisions affecting personnel matters.
- Advises the Chief Executive Officer and members of the Board of Supervisors on sensitive and complex personnel matters.

- Directs the preparation, justification and administration of the department budget; determines staffing and equipment needs.
- Makes presentations to the Board of Supervisors, various commissions, employee organizations, and hearing bodies. Maintains liaison with agency and department administrators and other government entities. Represents the County at conferences and meetings.
- Directs and manages a staff of analysts and other support personnel through subordinate managers.

**EDUCATION/EXPERIENCE:**

Any combination of education, skills and experience that demonstrate an ability to excel in the position may be considered. Typical demonstrations of such education and experience might include a bachelor's degree in Business, or a related field; at least five (5) years of progressively responsible professional administrative experience in a governmental agency, including at least two (2) years of management responsibility. Private-sector skills and experience with a demonstrated transferability may also be considered.

**Knowledge of:** The functions of Human Resource practices including labor relations, recruitment and selection, classification and compensation training and employee development, employee benefits. Labor and management negotiating techniques and collective bargaining process.

Operate automated office equipment and applicable software applications used by the department.

**SPECIAL REQUIREMENTS:** You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral interview.

**APPLICATION:** **This recruitment will remain open until position has been filled.** Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed. Applications may be faxed to meet the deadline—original application with original signature must be mailed.

**THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.**

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). **All County positions are considered Countywide positions.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.

**REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES:** Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

**CITIZENSHIP/IMMIGRATION STATUS:** Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.