



## **DEPUTY PERSONNEL DIRECTOR**

### **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 seven (5) years of progressively responsible professional administrative experience in a governmental agency, including at least six (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.