

DIRECTOR OF HUMAN RESOURCES

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Human Resources Department including recruitment and selection, labor and employee relations, classification and compensation, benefits administration, training and development, occupational safety, risk management and liability insurance, and workers' compensation administration; formulates departmental policies, goals, and directives; coordinates assigned activities with other District departments, officials, outside agencies, and the public; fosters cooperative working relationships among District departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the General Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager. Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Human Resources Department including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the General Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and program activities, authority and role of an elected Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Human Resources Department programs, services, and activities including recruitment and selection, labor and employee relations, classification and compensation, benefits administration, training and development, occupational safety, risk management and liability insurance, and workers' compensation administration.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.

- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards; works with employees to correct deficiencies; implements discipline and termination procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement; directs the implementation of change.
- Monitors legal and regulatory changes and court decisions in the areas of labor and employee relations, workplace safety, risk management, and benefits administration; incorporates changes into District programs, policies, and/or procedures and ensures agency compliance.
- Advises supervisory, management, and executive staff on matters relating to personnel administration, employee discipline, workplace investigations, workplace safety, memoranda of understanding, and compliance with employment and labor laws and regulations.
- Develops and oversees maintenance of an employee performance management program; provides guidance on performance documentation including performance improvement plans; counsels employees; guides employee progressive discipline process, including termination procedures.
- Directs payroll and benefits programs; oversees payroll processing activities; recommends and administers District health and welfare benefits, including leaves administration; manages the District's compensation plan, compensation studies, and prepares salary adjustment recommendations.
- Investigates claims of discrimination and harassment; prepares reports of findings and develops recommendations for action; arbitrates employee complaints and formal grievances.
- Directs recruitment and selection program activities; oversees recruitment screening techniques and testing plans and ensure consistency, fairness, and compliance with state and federal regulations.
- Directs the Injury and Illness Prevention Program (IIPP); ensures compliance with safety practices and enforces proper safety procedures; monitors safety training requirements and promotes conformance with applicable local, state, and federal regulations.
- Directs the District's labor relations program; recommends changes to bargaining unit contracts; negotiates with labor organizations and serves as a liaison between union representatives and the District; administers and interprets memoranda of understanding.
- Oversees the development of requests for proposals for goods and services; oversees proposal evaluation, contract negotiation, and project award process; coordinates with legal counsel and District department representatives to determine District needs and requirements for contractual services.
- Represents the department to other District departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects to the Board of Directors and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field human resources, workplace safety, and labor and employee relations.
- Directs the maintenance of working and official departmental files.

- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; serves as a spokesperson for the Department at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- Advanced principles of risk management and workplace safety.
- Advanced principles and practices used in public sector personnel administration, including employee and labor relations, classification and compensation, and workers' compensation.
- Recruitment and selection methods and techniques.
- Advanced principles and practices of health and welfare benefits administration.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Research methods and techniques.
- Functions, authority, responsibilities, and limitations of an elected Board of Directors.
- Federal, state, and local laws, codes, and regulations relevant to assigned areas of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Develop and maintain an effective labor relations program.
- Effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, labor groups, and professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources management, business or public administration, industrial relations, or a related field.

Experience:

- Eight (8) years of increasingly responsible experience in human resources, labor and employee relations, or a related field, including five (5) years of management and administrative experience.

Licenses and Certifications:

- Possession of a valid California Class C driver's license, to be maintained throughout employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Standard office setting; frequent interaction with staff.

PHYSICAL

- Level One

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.