

COUNTY OF SOLANO

ASSISTANT DIRECTOR OF HUMAN RESOURCES

Est. 07/06

DEFINITION

Assists the Director of Human Resources in managing and directing a group of assigned staff and administrative functions within the Human Resource Department. Serves as a member of the County's Management team.

CLASS CHARACTERISTICS

This single position classification is responsible for assisting in the management of staff in one or more of the functional areas of the County's Human Resource Department. This class is exempt from Solano County's Civil Service System. This class is distinguished from the Director of Human Resources in that the latter is the Department Head, responsible for all Department programs and activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Human Resources.

Exercises supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES - *Duties may include but are not limited to the following:*

Assists the Director in planning, organizing and directing County-wide Human Resources and Risk Management services through subordinate professional staff; assists in ensuring compliance with legislative, regulatory and judicial mandates.

Plans, supervises, and participates in the work of professional, technical, and clerical staff involved in the recruitment, testing, selection, and placement of employees; supervises and participates in the development and maintenance of examinations.

Plans, supervises, and participates in the work of professional, technical, and clerical staff involved in the maintenance of position classification and pay plans, implementation of affirmative action and training programs, and administration of labor relations agreements.

Interprets phases of the personnel program to other department, professional groups and to the public.

Assists the Director in administering countywide health, dental and life insurance programs, deferred compensation programs, and other County benefits programs.

Conducts special studies/projects as assigned by the Director.

Assists the Director in negotiations with employee bargaining units; investigates employee grievances, disciplinary actions and other problems.

Participates in the development of policies and procedures; assists in preparation and administration of the Department budget; prepares correspondence and reports as directed.

May serve as Secretary to the Civil Service Commission in the absence of the Director; may advise Commission members on personnel matters under their jurisdiction.

May act as a County representative with governmental agencies and professional organizations and be involved in the resolution of County Administrative concerns.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of modern personnel management and employee relations.

Fundamental principles and practices of public personnel administration including affirmative action, equal employment, classification, compensation, examination, and personnel transaction.

Fundamental principles and practices of employee benefits, Worker's Compensation, and the management of liability risks within an organization.

County government functions and organizations.

Practices, terminology, and requirements of a wide variety of occupations.

Skills to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Plan, assign, and coordinate the activities of subordinates.

Direct and participate in the development of long-range plans for the personnel program of the County.

Analyze and prepare written reports on complex issues.

Read, interpret and apply complex rules, regulations and laws.

Prepare budgets, funding proposals and narrative and statistical reports.

Express oneself clearly and concisely, orally and in writing.

Established and maintain effective working relationships with elective officials, department heads, employees and their representatives, professional groups, and the general public.

Experience and Education/Training

Experience:

Five years in public personnel management or related occupational field, including at least three years in a responsible administrative or independent analytical capacity.

Education/Training:

A Bachelor's degree is required from an accredited university with a major in Public Administration, Business Administration, Personnel Management, the social sciences, or a closely related field.

SPECIAL REQUIREMENTS

Possession of a valid Class C California Driver's License may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a risk of minor injury or illness.

Donald W. Turko
Director of Human Resources

Established Date: July, 2006

BOS Date: June 26, 2006

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