



## DEPUTY DIRECTOR OF HUMAN RESOURCES ~~DIRECTOR~~

### DEFINITION

Under general direction, assists the Human Resources Director in the administration, planning, and coordination of the operations of major functional areas of the Human Resources Department; to assist in planning, directing, managing, and overseeing the activities and operations of the Human Resources Department; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Human Resources Director.

### DISTINGUISHING CHARACTERISTICS

The Deputy Director of Human Resources is a single classification and reports to the Director of Human Resources. This position is distinguished from the Senior Human Resources Analyst classification in that the Deputy Director of Human Resources performs high-level administrative management functions in supporting the HR Director in policy and program development. Whereas the Senior Human Resources Analyst performs a wide variety of administrative, analytical, and coordination of day-to-day duties in support of the human resources services and programs. The Deputy Director of Human Resources classification is distinguished from the Director of Human Resources in that the latter has overall administrative oversight, which includes reviewing and developing policies and priorities with respect to human resources programs and services.

### SUPERVISION EXERCISED

Exercises direct supervision over professional staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** –Duties may include, but are not limited to, the following:

Assist in managing the development, and implementation, and evaluation of Human Resources Departmental policies, procedures, goals, objectives, policies, and priorities for each assigned service area.

Assist in monitoring and evaluating the efficiency and effectiveness of human resources services and programs, processes, and practices. Assess and monitor workload, staffing levels, and resources. Identify opportunities for improvement.

Conduct a variety of organizational and operational studies and investigations, and make recommendations.

Coordinate activities between major departmental divisions and/or sections to ensure efficiency and effectiveness of departmental operations.

Assist in planning, directing, and coordinating the Human Resources Department's work plan.

Serve as an active member of the City's negotiation team as assigned.

Represent the Human Resources Department in meetings with ~~to~~ other City departments, elected officials and outside agencies; explain and interpret Human Resources Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues; and provide advice and assistance to management staff regarding personnel matters.

Assist in ensuring compliance with policies, contracts, Federal, State and local human resources management regulations; review and analyze reports, legislation, court cases, and related personnel matters.

Act as liaison with regulatory agencies to address formal complaints of harassment and discrimination; and prepare reports and documents as required.

Select, supervise, train, motivate and evaluate ~~Human Resources Department assigned~~ personnel; ~~provide or coordinate staff training~~ develop and implement action plans to address; work ~~with employees to correct~~ deficiencies.

Provide consultation to departmental managers on a variety of human resources matters; discuss organizational problems, develop alternatives and strategies for dealing with those problems; and assist in implementation of solutions, as necessary; ~~meet with staff to identify and resolve problems; assign projects; review and evaluate work methods and procedures.~~

Assist in the development and administration of the Human Resources Department budget, including the forecast of additional funds needed for staffing, equipment, materials, and supplies. Assist in monitoring and approving expenditures.

Assist with coordinating Human Resources Department activities with those of other departments, divisions and outside agencies and organizations; provide staff assistance to the Human Resources Director, City Manager, and City Council; prepare and present staff reports and other necessary correspondence.

Research, collect, compile, and analyze information from various sources on a variety of specialized human resources topics; prepare comprehensive technical records, reports, and summaries to present and interpret data, identify alternatives, and make and justify recommendations.

Assist in the development and revisions of City policies, procedures, and programs.

Assist in monitoring legislation and analyzing proposed legislation to determine impact on human resources operations and programs.

Prepare and direct the preparation of a variety of written correspondence, reports, procedures, and other written materials.

Serve as a liaison with employees, public and private organizations, community groups, and other organizations; provide information and assistance regarding human resources programs and services; receive and respond to complaints and questions relating to human resources; review problems and recommend corrective actions.

Participate on a variety of committees and task forces; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources and benefits.

Assume responsibility for the department's operations in the absence of the Director of Human Resources, and as needed. Represents the Director of Human Resources in a variety of meetings and committees.

Perform other related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles, practices, and techniques of human resources in a public agency setting, including recruitment, selection, equal employment opportunity, and onboarding; classification and compensation; benefit and compensation analysis and administration; workers' compensation and safety; disability laws and leaves; employee development and workforce planning; and employee and labor relations, including the interpretation of laws, regulations, policies, and procedures

Principles and practices of public sector labor relations, including effective negotiation techniques, grievance resolution methods, and progressive discipline

Practices of researching programmatic challenges, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports

Applicable Federal, State and local laws, rules, and regulations

Administrative principles and practices, including goal setting, program development, implementation, and evaluation

~~Principles and practices of budget development, administration, and accountability~~

~~Organization and supervisory principles, practices, and techniques~~

~~Operational characteristics, services and activities of a comprehensive human resources and benefits program.~~

~~Organization and management practices as applied to the analysis and evaluation of human resources programs, policies, and operational needs~~

~~Modern and complex~~ Principles and practices of project management, human resources program development, and administration

~~Principles of participative leadership and supervision.~~

~~Principles and practices of collective bargaining and labor relations.~~

~~Principles and practices of workers' compensation and safety programs.~~

~~Techniques of recruiting, interviewing, and selecting applicants for employment.~~

~~Benefits administration principles and concepts.~~

~~Principles and practices of Project management principles and concepts.~~

~~Principles and concepts of job evaluation, job analysis, and compensation.~~

~~Principles and methods of employee development and workforce planning.~~

~~Principles and practices of budget preparation and administration and administration~~

~~Pertinent Federal, State, and local laws, codes and regulations.~~

**Skill to:**

~~Operate modern office equipment including computer equipment and software.~~

~~Conduct mathematical and statistical computations.~~

**Ability to:**

~~Provide professional leadership and direction for the Human Resources Department.~~

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient human resources programs and services.

Interpret, apply, and explain complex laws, codes, regulations, and ordinances

~~Plan, organize, direct, and coordinate the work of professional and technical personnel, delegate authority and responsibility.~~

~~Select, supervise, train and evaluate staff.~~

~~Effectively identify and respond to customers' concerns and needs.~~

Problem-solve confidential, complex and sensitive issues

~~Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of Human Resources goals.~~

~~Research, analyze, and make recommendations evaluate new service delivery methods, procedures, and techniques.~~

~~Formulate and administer human resources policies, practices, and procedures.~~

~~Prepare and administer complex budgets; allocate limited resources in a cost effective manner.~~

~~Prepare clear, and concise, and accurate administrative and Human Resources written documents and reports.~~

Maintain attention to details and accuracy while meeting critical deadlines

Interpret and apply Federal, State, and local laws, rules, and regulations:

Make sound and independent decisions in day-to-day activities and in emergency situations

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs:

Communicate clearly and concisely, both orally and in writing:

Make presentations to a variety of audiences, including executives, elected officials, and the community

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work:

## **EXPERIENCE AND TRAINING GUIDELINES**

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

### **Experience:**

Five (5) years of increasingly responsible professional human resources management experience in the public sector, including three (3) years of management-supervisory experiencesresponsibilities.

### **Education:**

A bachelor's degree from an accredited college or university with major course work in business administration, public administration, human resources, or closely related field. A master's degree is desirable.

### **Training:**

~~Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration or a related field. A Master's degree is desirable.~~

### **License or Certificate:**

~~Possession of, or ability to obtain, an appropriate, valid driver's license.~~

### **Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations; ability to make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours.

ADOPTED CC:	10-18-04
REVISED CC:	06-15-20
FORMER TITLES:	ASSISTANT HUMAN RESOURCES DIRECTOR
BARGAINING UNIT:	DEPUTY DIRECTORS UNIT
FLSA:	EXEMPT
PERF. APPRAISAL:	MANAGEMENT
DOT:	NO
PRE APPT-MEDICAL:	NO
SAFETY SENSITIVE:	NO
FORM 700:	YES
JOB CODE:	2099
ABOLISHED:	