

COUNTY OF SOLANO
DIRECTOR OF HUMAN RESOURCES

Rev. 02/93

DEFINITION

Under administrative direction, plans, organizes and directs County-wide Human Resource, and Risk Management including Liability, Workers' Compensation and Employee Benefits services; serves as a member of the County's Management team.

CLASS CHARACTERISTICS

This single position classification is characterized by the responsibility for human resource management and planning to ensure maximum flexibility and resource utilization. The incumbent directs and supervises a professional staff which provides a full range of human resource services including employee recruitment and selection, classification and pay, employee relations, risk management, including employee benefits and employee training.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Plans, organizes and directs County-wide Human Resource and Risk Management services through subordinate professional staff and program supervisors. Manages department operations; ensures compliance with legislative, regulatory and judicial mandates and meets local personnel and human resource needs; coordinates the integration of affirmative action policies and principles with all human resource programs; oversees the risk management program; directs operational changes to increase program effectiveness and efficiency; formulates, justifies and administers the departmental budget.
2. Administers, interprets and explains memoranda of understanding affecting employer-employee relations; determines negotiation strategy and strike contingency plans; reviews and evaluates proposals and/or requests from employee organizations; coordinates development and presentation of management's position to the Board of Supervisors and employee representatives; coordinates preparation and implementation of agreements; reviews and presents findings on employee appeals and grievances.
3. Develops and presents short and/or long-range plans that address unmet needs in human resource program areas; defines issues, evaluates data, formulates options and identifies their cost and operational impact on the department and the County; presents findings and recommendations to the County Administrator and the Board of Supervisors; implements plans and monitors and reports on their progress.

EXAMPLES OF DUTIES (continued)

4. Assists the County Administrator in the analysis and evaluation of County-wide management, organizational and operational issues and prepares recommendations for appropriate policy or program changes; reviews proposed legislation and new laws to identify potential impact on human resource management issues; advises the County Administrator and the Board on strategies/approaches for effectively dealing with new State and/or Federal requirements.
5. Serves as Executive Secretary to the Civil Service Commission, presents management recommendations on issues under the Commission's authority including classification and appeals, selection process and appeals, bargaining unit modifications, and employee certification/decertification petitions; provides consultation on the application of employer-employee relations and Civil Service Rules and proper personnel practices; supervises the preparation of the Civil Service Commission agenda and related documents.
6. Confers with management of other departments to resolve recruitment, selection, classification and employee relations problems; addresses human resource issues crossing departmental lines; confers with representatives of other public agencies and the private sector on matters of mutual interest; answers inquiries from the public and/or representatives of other public agencies; makes public presentations and performs other public relations activities; provides liaison with County Personnel Administrators Association of California representatives to achieve common objectives, share information, design more effective service delivery systems and resolve operational concerns.
7. May be assigned additional administrative or managerial responsibility; may serve on management committees and be involved in the resolution of County administrative concerns.

QUALIFICATION GUIDELINES

Education and/or Experience

Progressively responsible management or supervisory level experience in local public sector human resources which demonstrates possession of and competency in requisite knowledge and abilities.

Typical qualifying experience would include: 5 years of progressively responsible experience in Human Resources administration, including public personnel administration, labor relations, risk management and employee benefits.

QUALIFICATION GUIDELINES (Continued)**Knowledge/Skills/Abilities**

Extensive knowledge of laws, regulations, principles and practices affecting personnel, human resources and employee relations in the public sector; services provided by California County government; job analysis and evaluation methods; principles of recruitment, selection, performance appraisal, affirmative action, compensation, classification, training/staff development, equal employment/access, employee benefits, Workers' Compensation and the management of liability risks within an organization.

Thorough knowledge of standard operational policies and practices of County governments; human resource and personnel support needs typical of local government; goals and objectives of County government and major functional departments; legal and political environment affecting local government; regulations affecting personnel, safety work policies and practices; legislative process at the local, state and federal level of government; principles and practices of supervision, training and management consultation as applicable to local government.

Considerable knowledge of automated and fiscal forecasting techniques; risk management, human resources, staffing, organizational communication and automation principles and practices interrelationships of County programs and state/federal service delivery systems.

Ability to conduct and report on job analyses and evaluation; analyze and report on organizational design, staffing patterns/levels and training needs; analyze employee relations issues and employee positions; develop management positions, negotiation strategy and strike contingency plans; project costs of negotiated agreements; maintain salary equity throughout the Compensation Plan; manage personnel services in compliance with equal employment laws and professional standards; conduct and report on operational analyses; interpret political and administrative direction and incorporate into operational policy and procedure; develop policy statements and monitor implementation; analyze and prepare reports on complex administrative issues; make sound policy and procedural recommendations; read and interpret complex rules, regulations and legislation/laws; initiate study of administrative issues; anticipate and be ready to address concerns of superiors; provide consultation to agency managers on complex operational issues; understand program objectives in relations to departmental goals and procedures; make decisions and independent judgments; communicate effectively both verbally and in writing; communicate effectively with people of diverse socio-economic backgrounds and temperaments; determine the appropriate course of action in stressful situations; collect and analyze data to establish/identify needs and evaluate program effectiveness; draw logical conclusions and make appropriate recommendations; develop goals and objectives; prepare budgets, funding proposals and narrative and statistical reports; comply with laws, regulations and professional practices governing fiscal affairs program services and operations; secure cooperation and teamwork among professional and support staff; maintain accurate records and document actions taken; organize and prioritize work assignments; use proper grammar, spelling and punctuation; research regulations, procedures and/or technical reference materials; determine and evaluate levels of achievement and performance; maintain confidentiality of information; work effectively with others who have objectives counter to assigned role; recognize and respect limit of authority and responsibility; manage the work of others engaged in personnel operations, employee relations and internal consultation; demonstrate tact and diplomacy; establish and maintain cooperative working relationships.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California Driver's License may be required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

This class is exempt from the provisions of the County's Civil Service ordinances. Incumbents are hired and retained at the pleasure of the appointing authority.

Department Head

Date

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(No Board action/per DD)