



Class Code: 01-1523
FLSA: Exempt
EEO: 01
Bargaining Unit: 01
Revised: 10/2020

DEPUTY HUMAN RESOURCES DIRECTOR

DEFINITION

Under policy direction, assists with planning, organizing, reviewing, managing, and supervising the functions of the Human Resources Division; manages the county's personnel administration program, including the recruiting, hiring, training and retention of county employees; manages the county's computerized applicant tracking, benefit, and HR/payroll systems; develops personnel policies and programs as necessary; maintains compliance with employment related regulations; works independently with county Department Heads, Managers, and Supervisors on personnel issues; serves as the Division Director in the absence of the Human Resources Director; and performs various special assignments as directed by the Human Resources Director; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a highly specialized management class series that serves as the primary assistant to the Human Resources Director. The incumbent provides a variety of support in the management and administration of the county's personnel system. The position is assigned areas of direct management responsibility.

This is a discrete classification. The incumbent in this management position serves at the pleasure of his/her appointing authority, which means the employment relationship is at-will, and that the County of Lake or the employee may terminate the relationship at any time, with or without cause.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Human Resources Director and County Administrative Officer. Manages the work of professional, technical, administrative support, and extra help staff.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Exercises considerable responsibility in the management and administration of the county's personnel system ensuring compliance with a variety of regulatory requirements.
- Consults with Department Heads in the development of position classifications, recruitments, training, and other personnel administration functions.
- Provides supervision, training, coordination, scheduling, and work evaluations for assigned staff.
- Administers the Federal Department of Transportation (DOT) Safety Sensitive Driver Drug testing program, including the required DOT drug testing training for supervisors and the scheduling of random quarterly testing.
- Oversees the county's recruiting and hiring program.
- Oversees the county's position allocations and works with assigned staff to ensure that vacant positions are available before the recruiting and hiring process begins.
- Oversees the county's applicant tracking system, including review to ensure compliance with federal and state programs such as Affirmative Action and Equal Employment Opportunity.

- Oversees the processing of all personnel actions as submitted on report of appointment forms, ensuring compliance with county policy, practice, and procedures.
- Reviews and edits counseling and commendation reports, performance improvement plans, and disciplinary documents.
- Coordinates with the department contact and County Counsel to approve these documents prior to the document's presentation to the employee.
- Oversees the county processes related to leave of absence.
- Works with County Counsel and Risk Management on light duty assignments and accommodations for current employees, as required.
- Manages employee benefits enrollment and related policy and procedures.
- Oversees classification and compensation research and analysis and correct classification according to FLSA and other regulatory standards, oversees classification, compensation, and FLSA surveys and audits.
- Manages employee benefits enrollment and related policy and procedures.
- Coordinates and/or conducts training for county employees in areas related to personnel, including harassment, reasonable suspicion, and management training.
- Coordinates and/or conducts staff training on county processes and procedures related to leave of absence, recruitment, personnel files, etc.
- Serves as a resource for department heads, division heads, supervisors, and staff regarding personnel policies and practices.
- May be responsible for the system management of the county's personnel data systems, benefit systems, applicant tracking systems, and other HR-related systems including reporting, upgrades, implementation of new modules, and development of the county's standards for using the data system, and all fiscal year changes and other system processes, as required.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of personnel administration, including preparation and analysis of position classification specifications.
- Laws and regulations pertaining to ADA, FMLA, CFRA, ACA, and other federal and state programs.
- Laws and regulations pertaining to employment, including FLSA.
- Organization and operation of local government.
- Research and evaluation methods.
- Personnel, employer-employee relations, and equal employment opportunity programs, procedures, and requirements.
- Principles of management, supervision, training, and employee evaluation.
- Personal computers and software applications related to county personnel administration.
- Relational databases, computer system management, and reporting.
- Recruiting techniques, including job fairs and career fairs.
- Effective training techniques.

Ability to:

- Assists with managing and supervising the county's human resources function to achieve efficient operations and program goals.
- Assist with the preparation of the Human Resources Division budget.
- Gather, organize, analyze, and present a variety of personnel data and information.
- Use personal computers and software related to personnel administration.
- Manage computer systems, relational databases, and produce on-demand computer reports.

- Prepare clear, concise, and accurate records and reports.
- Evaluate and develop recommendations on improvements to the county personnel policy and procedures.
- Provide advice and consultation to county Department Heads, Managers, and Supervisors on personnel issues.
- Communicate well during public presentations.
- Conduct training.
- Exercise supervisory and management authority tactfully and effectively.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, customers, and clients.

Licensing and Certification:

Possession of, or ability to obtain, a valid California driver's license.

Education and Experience:

A Bachelor's degree from an accredited college or university with a major in human resources, business administration, public administration, or a closely related field.

At least four (4) years of progressively responsible experience performing a variety of analytical and/or human resources-related functions with at least three (3) of those years equivalent to the county's classification of Human Resources Analyst I/II/Senior or higher.

Experience with a public agency or similar organization is preferred.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Incumbents generally work in an office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, poor ventilation, and underground, confined or restricted workspaces. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Positions in this class may require local and statewide travel as necessary.

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all County of Lake employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

Positions in this class may require local and statewide travel as necessary.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.