

ASSISTANT HUMAN RESOURCES DIRECTOR

Definition

Under general direction to perform a wide variety of professional and technical duties in personnel program areas including recruitment/selection, classification, compensation, training, safety, employee benefit programs, and workers' compensation, labor/employee relations and related work as required; to assume responsibility for Personnel functions in the absence of the Personnel Director.

Supervision Received and Exercised

Direction is provided by the Human Resources Director.

Responsibilities include the direct supervision of all Human Resources Department staff.

Examples of Duties

Duties may include, but are not limited to, the following:

Classification and Compensation: Prepare and analyze the City's Classification and Compensation System; includes: data collection, interviews, analysis, salary surveys, prepare a recommendation, and prepare a final report incorporating input from various sources

Employee Relations (Labor Relations): Lead and/or support all negotiations with various labor groups; provide Department Heads and managers with guidance on administering the discipline process; Includes: review memos and letters, provide sample documents, give verbal instructions, presence at Skelly meetings, etc.; provide Department Heads, managers, and employees with interpretation and application of the Personnel Rules and Regulations, FLSA regulations, FMLA regulations, etc. Perform and/or assist in internal investigations (i.e. harassment, hostile work environment, etc.); includes: data collection, interviews, analysis, prepare a recommendation, and prepare a final report incorporating input from various sources; provide Department Heads, managers, and employees with guidance on employee evaluations, grievances. Assist in the administration of the City's labor relations program by performing research analysis, surveys, and making recommendations; coordinate and oversee consultants' preparation of contract reviews, setting of annual premium rates for self-insured plans, and semi-annual Worker's Compensation actuarial review; manage and analyze employee benefit provider services. Prepare Request for Proposals. Review and recommend contract language

Training: Manage and coordinate employee training on harassment prevention, Leadership Academy, benefit, safety, and other personnel related topics, recommend and approve training requests.

Recruitment and Selection: Manage and coordinate recruitment/selection, and assist with the development of assessment centers, oral boards, and performance tests.

Personnel Administration: Manage Personnel Department staff; includes: distribute work, approve leaves and schedules, provide on-going management support, prepare and/or contribute to performance evaluations, counsel, and recommend discipline if necessary.

Employment Standards

Education and Experience

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

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major study in personnel, public, or business administration. Master's degree in a relevant field is desirable.

Experience: Five years of increasingly responsible human resources experience, with two years in a responsible supervisory capacity.

Knowledge and Abilities

Knowledge of: Labor relation guidelines, principles and practices of employee benefit structures; principles and practices of personnel administration (including classification and compensation, recruitment and selection, training, employee safety); Federal, State, and local laws applicable to employee benefits, safety, workers' compensation, and municipal personnel administration; effective methods for office and staff management and supervision; statistical concepts and methods; word processing and spreadsheets.

Ability to: Communicate clearly and concisely, orally and in writing; develop, prepare and present effective presentations to large and small groups; collect, compile and analyze information and data and prepare complete and accurate reports, including the use of computer software for purposes of statistical analysis; coordinate service of contract providers and develop recommendations regarding their performance; establish and maintain effective working relationships with employees, managers, department heads, and outside vendors; supervise, train, and evaluate subordinate personnel.