

CLASS SPECIFICATION FOR
Assistant Director of Human Resources

GENERAL STATEMENT OF DUTIES: Performs responsible professional work in assisting the Director of Human Resources in administering the County's personnel program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible administrative classification involving a high degree of individual responsibility and the exercise of independent judgment in carrying out important and difficult personnel activities and programs. Supervision is provided over professional and non-professional staff. The work is performed under the general supervision of the Director of Human Resources.

EXAMPLES OF WORK (illustrative only):

- Plans, develops, coordinates and maintains County training and development programs;
- Is responsible for the administration and maintenance of the County's classification and pay plans;
- Is responsible for wage and benefits administration, which includes initiating participating in and analyzing various wage and benefit surveys and making reflective recommendations;
- Conducts detailed research on State and federal legislation that impacts or may impact County practices by studying, recommending, implementing, and monitoring revisions;
- Supervises all personnel activities relating to office management, which includes central files, employee records, and payroll;
- Assists in the preparation of, review/maintenance, amendments to, and interpretation of, the Personnel Rules and Regulations;
- Is assigned the responsibility for organization management, which includes the review of County staffing arrangements and needs assessment in close coordination with the Budget Office;
- Undertakes special research and projects on own volition or as required by the Director of Human Resources or County Manager;
- Handles or coordinates the handling of EEO complaints;
- Performs periodic research studies, compiles and analyzes data and assists/supervises the completion of appropriate reports;
- Supervises the research, planning, and implementation of various testing and selection procedures separate from the recruitment process;
- Supervises the development and maintenance of personnel systems, forms, procedures and methods of recordkeeping;
- Shares in the supervision of the preparation, control and administration of the Human Resources Department budget;
- Plans for personnel activities and programs on both a short-term and long-term basis;
- Maintains special reports and statistics;
- Acts in the absence of the Director of Human Resources;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the specialized principles and practices of personnel administration, including testing, classification, compensation, benefits, in-service training, employee relations, and service rating techniques; considerable knowledge of local government organization and procedures; ability to plan, coordinate, control and evaluate long-term projects and programs; ability to analyze facts and to exercise sound judgment in arriving at timely decisions; ability to write and speak effectively; ability to establish and maintain good working relationships with other County officials, employees and the public; ability to supervise effectively; good professional judgment.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in human resources or public administration or a related field and five (5) years of progressively responsible experience in human resources administration, three (3) years of which must have been in a supervisory or managerial position; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.