COUNTY OF Placer
HUMAN RESOURCES

# MEMORANDUM

**DATE:** December 8, 2015

**TO:** Board of Supervisors

**FROM:** Lori Walsh, Human Resources Director

**SUBJECT:** Creation of Assistant Director of Human Resources Classification

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**Action Requested**

Approve the job specification for the unclassified Assistant Director of Human Resources and introduce an ordinance, waive the first reading, amending the un-codified Schedule of Classifications and Salary Grades for Classified and Unclassified Services Ordinance regarding the creation of the Assistant Director of Human Resources.

**Background**

As a result of the meeting held November 9, 2015, the Civil Service Commission is recommending creation of the unclassified position of Assistant Human Resources Director based on the CSC's position that placement of the position into the unclassified service is consistent with the Placer County classification plan.

**Basis for Recommendation:**

At your Board's meeting of September 15, 2015, a Memorandum of Understanding between the Civil Service Commission and the County Executive Officer was approved to support merging human resource functions of the Personnel Department and the County Executive Office into a new Department of Human Resources. Also approved at that meeting was the creation of the position of Human Resources Director.

Integral to the development of the combined Human Resources Department and consistent with the County's organizational structure and classification plan, the Assistant Director of Human Resources position is recommended to be created and placed in the unclassified service.

As detailed in the attached classification specification, the Assistant Director would be responsible for assisting the Human Resources Director in the administration and coordination of the work of the Human Resources Department, acting for the Director in his/her absence or as designated, and performing related work as required.

The salary level identified for this position represents an appropriate relationship between the Department Head and Assistant Department Head classifications.

Attachment 1 – Job Specification
Attachment 2 - Ordinance

# ASSISTANT DIRECTOR OF HUMAN RESOURCES

## DEFINITION

Under general direction, assists the Human Resources Director in the administration and coordination of the work of the Human Resources Department, acts for the Director in his/her absence or as designated, and performs related work as required.

## DISTINGUISHING CHARACTERISTICS

This single position class is the assistant department head, appointed by and serving at will to the Human Resources Director.

## SUPERVISION RECEIVED AND EXERCISED

This position reports to the Human Resources Director and exercises direct supervision over assigned managerial, supervisory, professional, technical and clerical staff.

## EXAMPLES OF ESSENTIAL DUTIES

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

- Assists in the overall direction and management of the Human Resources Department including managing the administrative and fiscal operations of the Department.
- Assists in the establishment of overall objectives policy, procedures, projects, and coordination of various Human Resource programs that lead to the achievement of the Department's Mission.
- Oversees ongoing development and implementation of the Human Resources Information System and other technology advancements for the Department.
- Oversees Human Resources Department staff or participates directly in the labor negotiation process.
- Reviews and participates in the selection of departmental personnel, their orientation, training and evaluation and recommends their retention, assignment and promotion.
- Confers with and provides professional assistance to County management on personnel matters.
- Supervise and participate in the development and administration of the Department budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Acts for the Human Resources Director in his/her absence.
- Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Experience and Training

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

Experience: Five years of increasingly responsible experience in public sector human resources administration, including four years of administrative and management responsibility at the senior or executive leadership role.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, public, or personnel administration or a related field. A bachelor's degree in a related field and equivalent years of experience may be substituted. A Masters in Human Resources, Business or Public Administration, Organizational Development or other related field preferred. Professional certification in Human Resources is desirable.

License or Certificate:
May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- All aspects of human resource administration including appropriate methods, procedures and technical expertise.
- Public sector collective bargaining/negotiations process.
- Principles and practices of public human resources administration;
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations regarding human resource management, EEO/Affirmative Action and the collective bargaining process.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration, talent acquisition and personnel management including principles and management of a civil service system.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Demonstrated experience implementing organization-wide change.
- Extensive experience with talent and leadership management.
- Strong consultative orientation.
- Effective team building skills.

Ability to:

- Supervise, train, and evaluate the work of professional, technical and clerical staff.
- Analyze and evaluate statistical data and reports related to human resource
- Interpret, apply, and explain County policies and state and federal legislation related to departmental services.
- Negotiate agreement between differing individuals and groups of individuals.
- Establish and evaluate policies, procedures and controls related to the County's employee and public services programs.
- Represent the County under diverse circumstances and prepare and deliver oral presentations to small and large groups.
- Effectively and persuasively communicate both orally and in writing.
- Make concise recommendations in objective consideration of legal and regulatory, as well as personal and organizational, factors.
- Ability to negotiate and manage dispute resolutions.
- High level of personal integrity and ethics.
- Strong interpersonal skills and ability to motivate others.
- Plan, direct and control the administration and operations of the Department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know, interpret and apply laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules; and explain and interpret policy.

- On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.
- Develop and implement department policies and procedures.
- Successfully develop, control and administer departmental budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

# Before the Board of Supervisors
# County of Placer, State of California

In the matter of: An ordinance amending the un-codified Unclassified Service- Schedule of Classifications, Salary Plan and Grade Ordinance.

Ordinance No.: _____

First Reading:_____

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

_____
Chairman, Board of Supervisors

Attest:
Clerk of said Board

_____

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

The un-codified Unclassified Service- Schedule of Classifications, Salary Plan and Grade Ordinance are hereby amended as follows: (Additions to ordinance shown in bold and underline, deletions shown with strike-through.)

**Section 1.** That the un-codified Unclassified Service- Schedule of Classifications, Salary Plan and Grade Ordinance is hereby amended to read as follows:

| ADMIN CODE | CLASSIFICATION TITLE | SALARY PLAN — APPENDIX | GRADE |
|---|---|---|---|
| **11759** | **Assistant Director of Human Resources** | MNGT | 479 |

**Section 2**. That this ordinance shall be effective the first day of the pay period 30 days following adoption.

**Section 3**. That this ordinance amendment is adopted as an un-codified ordinance.