

COUNTY OF SOLANO

**ASSISTANT DIRECTOR OF HUMAN RESOURCES
EFFECTIVE DATE OF REVISION: 09/16/2019**

Est. 07/06

CLASS SUMMARY

Under administrative direction assists the Director of Human Resources in managing and directing a group of assigned staff and administrative functions within the Human Resource Department. Serves as a member of the County's Management team.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Director of Human Resources which is the Department Head with full and final responsibility and authority for operations, programs and activities. This single position classification is responsible for assisting in the management of staff in one or more of the functional areas of the County's Human Resource Department. This class is exempt from Solano County's Civil Service System.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Human Resources.

Exercises supervision over professional, technical and clerical staff.

ESSENTIAL DUTIES - *Duties may include but are not limited to the following:*

Assists the Director in planning, organizing and directing County-wide Human Resources and Risk Management services through subordinate professional staff; assists in ensuring compliance with legislative, regulatory and judicial mandates.

Plans, supervises, and participates in the work of professional, technical, and clerical staff involved in the recruitment, testing, selection, and placement of employees; supervises and participates in the development and maintenance of examinations.

Plans, supervises, and participates in the work of professional, technical, and clerical staff involved in the maintenance of position classification and pay plans, implementation of equal employment and opportunity and training programs, and administration of labor relations agreements.

Interprets phases of the personnel program to other department, professional groups and to the public.

Assists the Director in administering countywide health, dental and life insurance programs, deferred compensation programs, and other County benefits programs.

Conducts special studies/projects as assigned by the Director.

Assists the Director in negotiations with employee bargaining units; investigates employee grievances, disciplinary actions and other problems.

Performs supervisory and managerial duties to direct reports and to others through subordinate supervisors such as:

- establishing standards for acceptable work products and evaluating performance;
- interviewing applicants and making selections;
- reviewing, approving and implementing disciplinary actions and terminations;
- providing career development mentoring;
- assigning work and planning and scheduling staff's work activities and deadlines;
- reviewing work and recognizing employees' work efforts and accomplishments;
- providing career development mentoring and recommending training and career development opportunities;
- ensuring that employees are properly trained;
- reviewing and approving timesheets and requests for leave; and
- supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety.

Participates in the development of policies and procedures; assists in preparation and administration of the Department budget; prepares correspondence and reports as directed.

May serve as Secretary to the Civil Service Commission in the absence of the Director; may advise Commission members on personnel matters under their jurisdiction.

May act as a County representative with governmental agencies and professional organizations and be involved in the resolution of County Administrative concerns.

EDUCATION AND EXPERIENCE

Education/Training:

A Bachelor's degree is required from an accredited university with a major in Public Administration, Business Administration, Personnel Management, the social sciences, or a closely related field.

Experience:

Five years of progressively responsible work experience in public sector personnel management or related occupational field, including at least three years in a responsible administrative or independent analytical capacity.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles of modern personnel management and employee relations.

Fundamental principles and practices of public personnel administration including affirmative action, equal employment, classification, compensation, examination, and personnel transaction.

Fundamental principles and practices of employee benefits, Worker's Compensation, and the management of liability risks within an organization.

County government functions and organizations.

Practices, terminology, and requirements of a wide variety of occupations.

Skills and/or Ability to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Plan, assign, and coordinate the activities of subordinates.

Direct and participate in the development of long-range plans for the personnel program of the County.

Analyze and prepare written reports on complex issues.

Read, interpret and apply complex rules, regulations and laws.

Prepare budgets, funding proposals and narrative and statistical reports.

Express oneself clearly and concisely, orally and in writing.

Established and maintain effective working relationships with elective officials, department heads, employees and their representatives, professional groups, and the general public.

SPECIAL REQUIREMENTS

Possession of a valid Class C California Driver's License may be required.

PHYSICAL REQUIREMENTS

Physical Ability:

- Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing or pulling of objects and materials of moderate weight (5-10 pounds).
- Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion
- Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

WORKING CONDITIONS:

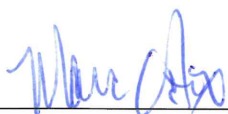
- Office Work: Employees in this class will most often be working in an office setting.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people

OTHER REQUIREMENTS:

- Incumbent may be required to work outside normal business hours.
- Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.
- Independent Travel: Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a risk of minor injury or illness.



Marc Fox
Director of Human Resources

Established Date: July, 2006

BOS Date: June 26, 2006

Revised: September 16, 2019