

**MENDOCINO COUNTY GOVERNMENT
CLASSIFICATION SPECIFICATION**

CLASS TITLE: HUMAN RESOURCES DIRECTOR	CLASS CODE: 0007
DEPARTMENT: EXECUTIVE OFFICE	FLSA STATUS: E
REPORTS TO: CHIEF EXECUTIVE OFFICER	BARGAINING UNIT: UNREPRESENTED
CIVIL SERVICE: EXEMPT – AT WILL	DATE: 1/13

JOB SUMMARY:

Under direction of the Chief Executive Officer and the Civil Service Commission responsible to administer human resources functions (recruitment and selection, classification and compensation, benefits, employee relations, labor relations, employee transactions, and training) for the County's centralized Human Resources Department; to advise the Chief Executive Officer, Board of Supervisors and the Civil Service Commission on technical matters; execute their decisions, and serve as their representative in personnel matters. Serves as Secretary to the Civil Service Commission, ADA/FEHA, HIPAA and EEOC Compliance Officer.

DISTINGUISHING CHARACTERISTICS:

This single incumbent management class is responsible for the direction and management of the Human Resources Department. The Human Resources Director is an at-will position and serves at the pleasure of the Chief Executive Officer. This position requires a high level of initiative, judgment, discretion, and the ability to make independent decisions in recommending, implementing, and administering the County's Human Resources policies and procedures leading to implementation of an efficient operation of the division. Human Resources Director is distinguished from Human Resources Manager by the Director's responsibility for the overall management of all activities and functions of the department, and by the Human Resources Manager's responsibility for overseeing the work of a major human resources unit comprising multiple administrative activities, such as recruitment, classification, compensation, training, business and information system needs; or employee benefits programs such as health insurance, worker's compensation, medical leaves, Wellness and Employee Assistance Programs, etc.

SUPERVISION EXERCISED:

Exercises management level supervision over subordinate supervisors and professional staff.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following:*

- Manage department staff members responsible for performing centralized human resources functions, including, but not limited to: recruitment and selection, classification and compensation, employee relations, labor relations, employee and retiree benefits administration, workers' compensation, employee transactions, and training, ensuring conformance to laws, rules, regulations, policies, pertaining to employment.
- Serve as the Secretary to the Civil Service Commission responsible for informing and advising the Commission on the disposition of matters requiring Commission approval and executing decisions prescribed by the Commission.
- Participate as a strategic partner in administrative studies and planning the County's long range organizational and human resource needs.
- Manage collective bargaining activities, including: serving as chief negotiator; conducting meetings; and conferring on changes in wages, hours, terms and conditions of employment.
- Carry out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Maintain the County's classification and compensation plan.
- Consult with County Department Heads, Managers, and Supervisors as the Employee Relations Officer on matters of performance improvement, corrective action, and progressive discipline; ensure compliance to Civil Service rules, Memorandum of Understanding, code and other policies.
- Responsible for the oversight and administration of the Employee and Retiree self-insured Health plans including EAP and Wellness Programs, and the Workers' Compensation Program in accordance with applicable laws; monitor and provide regular reporting of the programs to the Chief Executive Officer and the Board of Supervisors directly.
- Plan and implement short-term or annual goals, objectives, and strategies for the department, projects or programs to ensure efficient organization and completion of work.
- Interpret, develop, communicate update and monitor ordinances, policies, procedures, and standards for the department and the Chief Executive Officer; recommend improvement when necessary; and write/revise when appropriate.

- Prepare the annual division budget; justify fund requests and staff allocations; administer the approved budget and maintain expenditure controls.
- Carry out the responsibility as the County ADA/FEHA, HIPAA and EEO Compliance Officer. (May delegate all or part of this role and associated responsibilities to key staff within the Human Resources Department; the compliance responsibility remains with the Director.)
- Present and discuss with the Board of Supervisors human resource matters such as reorganizations, classification and compensation, health insurance and employee benefits, labor concerns and other issues.
- Prepare complex, routine and non-routine reports as requested utilizing a variety of software; receive, sort and summarize material for the preparation of reports; prepare work reports; and relay and interpret administrative decisions, policies and instructions.
- Monitor current, newly adopted, and proposed legislation, rules and regulations and disseminate information to the Chief Executive Officer, department officials and staff when appropriate.
- Respond to inquiries from news media, and issue statements as directed by the County Executive Officer.
- Direct the preparation, processing, and maintenance of human resource records and reports.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university with the equivalent of a major in human resources management, public administration or business administration and six (6) years of full-time experience or its equivalent in public personnel work, with at least two (2) years performing significant administrative responsibilities as the head of a major personnel function such as recruitment, classification, labor management relations, etc; or an equivalent combination of education, training and experience related to the administration of centralized human resources functions in a public agency which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid California Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Modern principles, practices, and methods of public human resource management and public administration, including Civil Service or other merit-based personnel system.
- Principles and methods of recruitment, examination (including exam development), classification and compensation and performance appraisal.
- Principles and methods of labor-management relations, collective bargaining process in the public sector, negotiating strategies and tactics, impasse resolution, and grievance and arbitration procedures.
- Federal, state, and local laws and regulations pertaining to human resource management, Title VII, ADA/FEHA, employer-employee relations, sexual harassment, etc.
- Administration of employee benefits programs including Health Insurance, Wellness, Employee Assistance, Worker's Compensation, Return to Work, etc.
- Budget preparation and analysis.
- Principles and methods of effective supervision and training.
- Methods of administrative analysis and the overall management of a department.

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Mediation techniques to resolve conflicts between management and staff.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Making presentations before boards and commissions in public setting.
- Analyzing and resolving administrative situations and problems.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks.
- Understanding, interpreting and communicating complicated policies, procedures and protocols.

- Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Using a computer to enter and retrieve data and information. Operating general office machines such as copiers, facsimile machines, telephone systems, and paging systems.

Mental and Physical Ability to:

- Plan, organize, and direct a County-wide human resource program.
- Use initiative, discretion, and good judgment in resolving human resources issues.
- Respond to stressful and sensitive situations in a professional and confidential manner.
- Prepare clear, concise, and comprehensive reports, correspondence, and recommendations.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Represent the department and county effectively in meetings including making effective presentations to and facilitating groups.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Develop and implement policies and procedures.
- Prepare and administer a budget.
- Delegate authority to staff.
- Establish and maintain effective working relationships with others.
- Communicate effectively both verbally and in writing.
- Analyze situations accurately and take effective action.
- While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, ascend and descend stairs using feet and legs, speak and hear and use color, sound, and shape perception and discrimination.
- While performing the essential functions of this job, the incumbent is regularly required to frequently lift, move, push and pull up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.