

**CLASS SPECIFICATION**  
**Assistant Human Resources Director**

FLSA Status: Exempt

Union Representation: Nonrepresented/Incumbents hired after January 4, 2008 are exempt from Civil Service (Ordinance 181459)

**GENERAL PURPOSE**

Under general policy direction, leads and directs the development of Citywide human resources policies; insures the provision of human resources support to City bureaus through management of the Bureau of Human Resources (BHR) Site teams and other designated units of BHR; provides guidance and direction to central BHR functions; provides expert assistance and guidance to City management on a wide range of human resource program issues; assists the BHR Director in charting and implementing the Bureau's strategic plan; assumes full responsibility and acts as the City BHR Director as requested and in the Director's absence; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single position class is responsible for managing, directing and integrating a number of functional areas of the Citywide comprehensive human resources management program to achieve effective employment, utilization and development of a diverse and representative City staff, good morale and productivity and a positive employee relations and working environment. The incumbent assists the Human Resources Director in developing strategic Citywide human resources plans and setting strategic direction for the bureau's various functional program areas and contributes to effective implementation of strategies by providing bureau-wide operational, tactical and policy guidance. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion and are evaluated in terms of overall program and cost effectiveness.

Assistant Human Resources Director is distinguished from other human resource manager positions by the broad strategic and operational support to the Director, by its role in policy development and implementation and by regularly serving in the Director's stead on key issues and in the Director's absence.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of assigned divisions of the Bureau of Human Resources; with subordinate managers, develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; directs the development of and monitors performance against the bureau budget; manages and

directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, directs and evaluates the performance of assigned managers and their staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
3. Assists the director in working with the City's elected leadership to set and carry out the City's human resources vision, mission and objectives; provides leadership and works with assigned managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Works with the director and bureau management team to develop, implement and administer comprehensive human resources management programs, policies, guidelines, procedures and practices across all City bureaus and offices, consistent with City Charter and Code provisions, state and federal legal requirements and sound professional principles and practices; in areas of responsibility, confers with and coordinates the implementation of programs, policies and practices with City executives, managers and human resources staff assigned in other bureaus.
5. Assists the BHR Director in charting and implementing the Bureau's strategic plan; develops and recommends human resources strategies and initiatives; advises BHR Director and Council on the impact of proposed legislation and regulations and the recommended response.
6. Provides policy development and interpretation for all human resources programs; provides initial executive-level opinion on most matters and escalates key strategic issues to BHR Director as needed; provides quality assurance oversight for all BHR programs and initiatives.
7. Provides general guidance, advice, policy interpretation, and policy direction to central BHR functions, as needed and in Bureau Director's absence, including employment and development, classification and compensation, benefits, labor relations, affirmative action and/or administration and support services; May be assigned to direct and manage the programs and activities of any of the central BHR divisions or sections.

8. Oversees and manages the programs and activities of the BHR site teams; negotiates and resolves difficult, sensitive and controversial issues; develops site team support approaches to insure effective customer service to all City bureaus.
9. Acts as the BHR Director for assigned projects, issues and in the Director's absence; serves as point person on key strategic initiatives; interacts with elected officials and City bureau directors to discuss initiatives, strategies or concerns at both broad and detailed levels; represents BHR interests in human resource related negotiations, claims, or other legal actions.
10. Provides support to the Civil Service Board in carrying out its mandated responsibilities.

## **OTHER DUTIES**

1. As requested, represents the City in meetings with community and business organizations, county and state officials and legislators, educational institutions and other constituencies; participates on the City's behalf in meetings with professional organizations.
2. Monitors developments in areas of responsibilities; directs or conducts research and analysis of human resources and employee relations requirements, needs and issues.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Theory, principles, practices and techniques of public personnel administration, including recruitment, testing, selection, equal employment opportunity and affirmative action, classification, compensation, employee relations, benefits design and administration, training and development and performance planning and evaluation; principles and practices of labor management relations, including negotiation and contract administration techniques.
2. Conflict resolution methods and techniques.
3. Federal, state and local laws applicable to areas of responsibility.
4. Principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.
5. Research methods and analysis techniques.
6. City functions and associated human resources, labor relations and employee relations issues.
7. Organization and functions of a civil service board and City Council.

8. Trends and practices in human resources management.
9. Principles and practices of effective management and supervision.
10. City human resources policies and labor contract provisions.

**Ability to:**

1. Direct and provide overall human resources support to City bureaus.
2. Assist in the planning, direction and integration of a broad, centralized human resources management program provided through central bureau staff and on-site management teams delivering human resources services to groups of client bureaus.
3. Manage key human resource strategic initiatives from conception to completion, including coordination with other City bureaus and elected officials.
4. Develop and modify human resources policies.
5. Analyze and make sound recommendations on complex human resources management issues.
6. Understand, interpret, explain and apply City, state and federal law, policy, regulation and court decisions governing the City's human resource management program.
7. Present information, proposals and recommendations clearly and persuasively in public settings.
8. Present the City effectively in negotiations and other dealings with labor organizations on a variety of issues.
9. Evaluate human resource management practices and make sound recommendations for improvement; develop and implement appropriate procedures and controls.
10. Prepare clear, concise and comprehensive reports, studies and other written materials.
11. Exercise sound expert independent judgments within general policy guidelines.
12. Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
13. Establish and maintain effective working relationships with the Mayor, Commissioners, City executives and managers, labor organizations and their representatives, officials of other governmental agencies, community and business organizations, the media, employees and the public.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, human resources, psychology or a closely related field; and at least seven years of progressively responsible human resource management experience including labor relations, at least four years of which were in a supervisory or management capacity; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:****PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.

This class is composed of positions from the following class(es):

0934 CHIEF BUREAU OPERATIONS MANAGER. Adopted: 07-01-00; Revised: 07-01-00, 07-18-00

Revised: 07-09-08

Duties updated to reflect reporting functions, increased role in filling bureau director's role as assigned, policy interpretation for all HR functions and increased interaction with bureau directors and elected officials. Title changed from Human Resources Operations Manager to Assistant Human Resources Director.

June 2009 - Change Job Class number from 7258 to 30000526, due to system change.