ASSISTANT GENERAL MANAGER, HUMAN RESOURCES

FC: 000076 PC: 960
PB: 14 BU: (Non Rep) 95
FLSA: Exempt Create: February 2014
Updated: September 2016

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Plans, directs, manages and oversees all activities and operations of the District's human resources and labor relations Departments. The areas of management include labor relations, staffing, benefits, employee services (attendance management, Workers' Compensation, Employee Assistance, mandatory drug testing programs) and human resources information systems. Provides overall strategic direction for the District's Human Resources; Coordinates with other senior executives, departments and outside agencies, provides highly responsible and complex strategic management and policy support to the General Manager; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class directs, through subordinate department managers, all activities in the District related to the broad function of human resources and labor relations management. The incumbent is accountable for accomplishing all departmental goals and objectives and for furthering District's strategic mission within general policy guidelines.

REPORTS TO

This position reports to the General Manager or his/her designee.

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

1. Provides strategic leadership in the execution of long and short-term plans as they relate human resources; provides on-going human resources programs.

2. Oversees the development and implementation of the executive office and assigned department goals, objectives, policies and priorities for each assigned service area.

3. Assumes full executive level management responsibility for all applicable programs, services and activities including, HRIS, Drug Testing, Classification/Compensation, Employment, Benefits, Worker's Compensation); develops and administers policies and procedures.

4. Works with senior executives and department managers in assessing the needs of the various administrative business areas of the District, developing long and short range plans, assessing future needs and making recommendations on new technology tools and approaches.

5. Establishes, appropriate service and staffing levels consistent with District policy; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.

6. Plans, directs and coordinates, through subordinate level staff, the work plans of the Human Resources; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.

7. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

8. Researches, plans and implements large scale organizational change efforts; provides expert professional assistance to all levels on policy and personnel related issues.

9. Ensures that all activities and operations meet and comply with all mandated and District and regulatory policies, procedures, rules and regulations.

10. Monitors developments and legislation related to assigned area of responsibility; evaluates impact on District operations; recommends and implements practice and procedural improvements.

11. Establishes, oversees and participates in the development and administration of all departmental budgets; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.

12. Serves as chairperson of the Investment Plans Committee; directs and administers the Deferred Compensation and Money Purchase Pension Plans.

23. Develops, justifies and defends executive office programs, policies and activities; negotiates and resolves sensitive and controversial issues.

14. Represents the Human Resources to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.

15. Provides staff assistance to the General Manager; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.

36. Attends and participates in professional group meetings; stays abreast of new trends, legislation and innovations in the field of human resources and labor relations; Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:
Advanced principles and practices in operations and activities of a comprehensive human resources department Operations and activities of a comprehensive labor relations department
Advanced principles and practices of human resources management including HRIS, employment development, recruitment, compensation, benefits, organizational development, workers compensation, federal drug testing requirement, employee assistance programs, affirmative action and related program areas.
Advanced principles and practices of operational characteristics, services and activities of a comprehensive labor relations program.
Advanced Principles and practices of labor relations management.
Advanced Principles and practices of policy development and administration.
Methods and techniques of negotiation, conflict resolution and organizational development.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Related Federal, State and local laws, codes and regulations.

Skill in:
Managing and overseeing a comprehensive human resources program including recruitment, compensation, benefits, organizational development, HRIS, employment development, workers compensation, federal drug testing requirement, employee assistance programs, affirmative action and related program areas.
Developing and administering departmental goals, objectives and procedures.
Analyzing and assessing policies and operational needs and making appropriate adjustments.

Identifying and responding to sensitive community and organizational issues, concerns and needs.
Planning, organizing, directing and coordinating the work of lower level staff.
Delegating authority and responsibility.
Selecting, supervising, training and evaluating staff.
Researching, analyzing and evaluating new service delivery methods and techniques.
Working effectively with labor unions.
Facilitating diverse groups and resolving conflicts.
Preparing clear and concise administrative and financial reports.
Preparing and administering large and complex budgets.
Interpreting and applying applicable Federal, State and local policies, laws and regulations.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:
A Bachelor's degree in human resources, business administration, public administration, industrial psychology or a closely related field from an accredited college or university.

Experience:
Seven (7) years of (full-time equivalent) verifiable professional human resources and labor relations experience which must have included at least three (3) years of management and administrative experience.

Other Requirements:
Must possess a valid California driver's license and have a satisfactory driving record.

Substitution:
Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS:

Environmental Conditions:
Office environment; exposure to computer screens.

Physical Conditions:
Requires maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time.

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