



SR DIVISION MANAGER, HUMAN RESOURCES

(Previously Asst. Chief, Human Resources)

FC:
PB: PB10
FLSA: Exempt

PC: 000093
BU: 95 (NR)
Created: November 2015
Revised: April 2017

*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

Under general direction, supervises and coordinates the activities and operations of the Human Resources Client Services Division to include Talent Acquisition and Employee Relations. Coordinates assigned activities with other departments and outside agencies; and provides complex support to the Assistant General Manager, Human Resources; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class manages, through subordinate managers and supervisors, all activities through the District related to the broad function of human resources which includes talent acquisition and employee relations. The incumbent is accountable for accomplishing all sectional goals and objectives and for furthering District goals and objectives within general policy guidelines.

REPORTS TO

This position reports to the Assistant General Manager, Human Resources or his/her designee.

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

1. Manages the day to day services and activities related to talent acquisition functions and employee relations to include; hiring processes and practices, development of robust acquisition strategies, and managing effective internal client relationships.
2. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.

Sr. HR Division Manager

Page 2

3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Plans, directs and coordinates, through subordinate level staff, the Human Resources Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Researches, plans and implements large scale organizational change efforts; provides expert professional assistance to all levels on policy and personnel related issues.
7. Ensures that all departmental activities and operations meet and comply with all mandated and District policies, procedures, rules and regulations.
8. Monitors developments and legislation related to assigned area of responsibility; evaluates impact on District operations; recommends and implements practice and procedural improvements.
9. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Oversees and participates in the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
11. Explains, justifies and defends departmental programs, policies and activities; negotiates and resolves sensitive and controversial issues.
12. Serves as a liaison for the Human Resources Department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
13. Provides staff assistance to the Assistant General Manager, Human Resources; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
14. Attends and participates in professional group meetings; stays abreast of new trends, legislation and innovations in the field of human resources.

15. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Operations and activities of a comprehensive human resources department including human resources programs and services.

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.

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:

Five (5) years of (full-time equivalent) verifiable professional human resources experience which must have included at least two (2) 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.

EEOC Code:

Safety Sensitive Designation: No