



ASSISTANT DIRECTOR, WORKFORCE MANAGEMENT

Job Description
February, 2008

Position Summary

Perform supervisory and professional human resources work involving strategic planning and direction for human resource functions.

Reporting Relationship

Report to the Executive Director, Human Resources/Employee Relations.

Duties and Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Develop strategic plans, goals and objectives for human resource functions.

Participate in the direction and administration of human resource functions as assigned which may include any of the following functions:

- Recruitment, screening, selection and contracting of job candidates.
- Staff downsizing including assignment, transfer and separation of employees.
- Assignment of appropriate compensation for employees, including new employees, promotions and transfers.
- Job analysis and evaluation.
- Managing staff records, including personnel files, staff licenses/re-certifications, education, performance and insurance records.
- Administration of employee benefits programs, including employee benefit services, insurance billings and employee insurance eligibility determination, flexible benefits administration, cafeteria plan and pre-retirement planning and counseling.

Duties and Responsibilities (continued)

- Completion of approved information requests from internal staff, as well as, the completion of surveys from governmental and other external agencies.

Supervise professional, technical and clerical staff as assigned, including selection of employees, performance evaluations, training recommendations, employee recognition and progressive discipline.

Administer relevant provisions of labor agreements, employment contracts and resolutions relating to human resource functions.

Utilize appropriate human resource management software in a client-server relational data base environment in order to gather and analyze data to provide information for decision making.

Develop human resource planning models to identify competency, knowledge and talent gaps and develop specific programs for the filling of those gaps.

Enhance and/or develop and implement human resource policies and procedures of the organization by using systems that will improve the overall operation and effectiveness of the human resource function.

Develop and implement an effective training and cross-training plan for all human resources staff.

Confer with district administration and provide information and recommendations.

Maintain a familiarity with human resource programs and government regulations, laws, rules, and district policy concerned with human resource functions and data privacy.

Serve as project manager for special human resource projects.

Perform other duties as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of human resource functions.

Considerable knowledge of human resource management.

Knowledge, Skills and Abilities (continued)

Considerable knowledge of public sector human resource laws, rules, regulations and practices.

Considerable knowledge of human resource information systems application and development.

Considerable knowledge of the operations of large public organizations.

Considerable knowledge of the strategic planning process.

Highly proficient leadership skills, high ethical standards and self motivation.

Highly proficient written and oral communication skills.

Highly proficient analytic organizational skills.

Considerable ability to deal tactfully and effectively with diverse groups and individuals, including elected and appointed officials and bargaining unit representatives.

Considerable ability to define and achieve objectives efficiently and effectively.

Considerable ability to develop and implement human resource programs, policies and procedures.

Considerable ability to interpret and implement contract and policy language.

Minimum Qualifications

Master's degree in industrial relations/personnel administration, business or public administration, psychology or a related field and five years of experience at a professional level in a human resource department or a bachelor's degree in industrial relations/personnel administration, business or public administration, psychology, or a closely related field and seven years of experience at a professional level in a human resource department.