

## ASSISTANT DIRECTOR OF PERSONNEL SERVICES

### *Class Definition*

Under general administrative direction, provides executive level assistance to the Director of Personnel Services; organizes and directs the activities of the Human Resources Operations Division.

### *Distinguishing Characteristics*

The Assistant Director of Personnel Services is responsible for planning, organization and administration of recruitment, testing, classification and compensation, records, salary administration and Equal Employment Opportunity activities. This classification is distinguished from the next higher classification of Director of Personnel Services in that the latter has overall responsibility for the Personnel Services Department. This is an unclassified position in which the incumbent serves at the will of the Director.

### *Typical Duties*

*(May include but are limited to the following.)*

Assumes management responsibility for the administration and implementation of a variety of human resources programs and services.

Provides direction regarding recruitment, selection, Equal Employment Opportunity, salary and benefits administration, and organizational issues; oversees the maintenance of records and human resources files.

Stays current on local, state and federal legislation affecting public sector labor law; researches, interprets and administers human resources policies, procedures and memoranda of understanding.

Provides direction and assistance regarding employee relations and organizational matters, including performance evaluations, corrective actions, grievance investigations, negotiation preparation, workers= compensation, and organizational structures; reviews and approves personnel actions.

Plans and coordinates major research or administrative projects; compiles and analyzes data pertaining to personnel program policies and issues.

Directs classification and salary studies; monitors classification structures and job specifications and makes recommendations related to classification and compensation to the Director.

Assists in the administration, coordination and development of the Human Resources Division budget; resolves staff deficiencies and advises appropriate program personnel on budget

matters.

Responds to questions and concerns from the general public; provides information appropriately and resolves sensitive and complex community and organizational inquiries, issues and complaints.

Performs other related duties as required.

### ***Knowledge, Skills, Abilities***

*(The following are a representative sample of the KSA=s necessary to perform the duties of the class.)*

Considerable knowledge of the principles, practices and techniques of public and human resources administration, organization and operation.

Considerable knowledge of the principles and practices of effective management and supervision, motivation, performance evaluation, progressive discipline and grievance procedures.

Applicable federal, state and local laws codes and regulations, including public sector labor laws and equal employment opportunity laws, regulations and concepts.

Recruitment and selection techniques and procedures, including statistical analysis and methods and techniques related to conducting classification and compensation studies.

Principles and practices of salary administration and fiscal management.

Skill to operate an office computer and a variety of word processing and software applications.

Ability to supervise and effectively manage the establishment of department and Citywide goals, objectives and methods for evaluating achievement and performance levels.

Implement, explain and apply applicable laws, codes and regulations and identify, research, and compile appropriate data and information.

Facilitate group participation and consensus building.

Communicate clearly and concisely, both orally and in writing, and prepare clear and concise written reports and correspondence.

Ability to establish positive working relationships with representatives of community organizations, state/ local agencies and associations, City management and staff, and the public.

### ***Minimum Qualifications***

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Assistant Director of Personnel Services may be considered qualifying. A typical way of obtaining the required qualifications is to possess five years of

increasingly responsible management experience in personnel administration, risk management, or related field, including two years at the supervisory level, and a Bachelor=s degree in human resources, public or business administration or related field. A Master=s degree in public administration or related field is highly desirable.

***Special Requirement(s)***

Possession of, or the ability to obtain, a valid Class C California Driver's License at time of appointment.

APPROVED: (Signature on File) DATE: 03/24/2003  
Director of Personnel