



## Director of Human Resources

FLSA: Exempt	Bargaining Unit/Contract: AT-Will	Reports to: County Administrative Officer
Location: Bridgeport/Mammoth Lakes	Salary/Level: 122	Position Type: Full-Time
EEO Category: 1	BOS approval Date: 05/2024	Last Revision: 05/2024

### About the role

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As a Director of Human Resources under administrative direction of the County Administrative Officer, plans, organizes, coordinates, and directs the County’s personnel programs, classification and compensation, recruitment and selection, employer-employee relations, labor negotiations, benefit administration, affirmative action and employee development functions, and other personnel management functions. Provides expert professional assistance to County Administrative Officer, Board of Supervisors, other County department heads and employees. Under general direction, performs a variety of complex, professional and analytical activities in support of assignments.

### DISTINGUISHING CHARACTERISTICS

This single position, at-will, classification is characterized by the director level responsibility to manage and direct a full-service integrated personnel system and demands a high level of skill, knowledge, and ability in all aspects of human resources. The work requires initiative, judgment, discretion, and the ability to make independent decisions in recommending, implementing, and administering County personnel rules, policies, and procedures in compliance with legal requirements. Emphasis is placed on overall leadership and management skills in developing and implementing personnel program objectives, and in guiding/directing the organization in a manner that achieves policy goals of the county and integrates programs and employees in the most efficient means within available resources. Requires creative ability, resourcefulness and discriminating judgment in the analysis and solution of complex problems and the ability to make technical decisions on specialized and complex matters.

### CLASSIFICATIONS SUPERVISED:

May supervise full or part-time FTS series, Human Resources Specialist/Generalist, or related classification.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**Include, but are not limited to the represented duties below. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.**

- Gather information and assess resources to coordinate all human resource functions under the Human Resource Department. Perform record-keeping, review of employment practices, review

- HR policies and procedures. Establish departmental budget, goals, and objectives.
- Develop, implement, interpret, monitor, and administer policies and procedures in accordance with state and federal regulations.
  - Perform employment related activities such as test development, recruitment, screening, and other selection processes. Ensure compliance with affirmative action and equal employment opportunity laws.
  - Determine job classification and groupings, FLSA exemption status, recommend salary levels substantiated by internal and external analysis. Assist departments to define essential functions through job analysis and the development of position descriptions. Conduct research and salary surveys to recommend salaries to the County. Administer and maintain annual salary schedules, reclassifications, and cost of living adjustments. Direct the County in the development and implementation of a county-wide class/comp plan.
  - Advise employees and managers regarding effective employment relationships. Directs employee surveys on job-related issues, summarizes and analyzes data and prepares reports. Investigates and recommends direction of disciplinary actions, complaints, grievances, etc. for employing officials.
  - Participate in labor contract negotiations. Prepare management resources for negotiations by gathering information, resources, and proposals. Provide contract administration and interpretation, provide employees and supervisors with assistance on provisions of contracts and labor relation issues.
  - Develop, coordinate, and conduct staff training and development programs for all personnel functions, management principles, rules, policies, and procedures. Oversee new employee on-boarding.
  - Confer with department heads concerning HR planning, organizational development, and goal setting with periodic assessments of progress and attainment.
  - Participate in the County strategic planning process. Be a full business partner by supporting the County mission.
  - Responsible for the supervision, productivity, professionalism, and discipline of the human resources department staff.
  - Represent the department in meetings with representatives of governmental agencies, professional and business organizations, employee organizations and the public.
  - Develop and present Board agenda items as required.
  - Monitor and implement Human Resource compliance programs as mandated by the state, federal and court case decision/opinion; prepare a variety of personnel related presentations and reports.
  - Responds to public inquiries and concerns.
  - Conduct interactive process meetings to assure ADA compliance.
  - Perform special projects as assigned by the County Administrative Officer and/or Board of Supervisors.
  - Build and maintain positive working relationships with co-workers, Union leaders, other County employees and the public.

## **DESIREABLE QUALIFICATIONS**

### **Knowledge of:**

- Thorough knowledge of principles, practices and techniques of public sector personnel administration including recruitment and selection, affirmative action, classification, job analysis, compensation, and employee development.
- Thorough knowledge of the principles and practices of labor relations in the public agency setting, including effective negotiating techniques.
- Administrative principles and methods, including goal setting, program development and implementation and employee supervision.
- Federal, state, and local laws, court case opinion/decision, rules and regulations governing human resources administration and employer/employee relations.
- Principles and practices of budget development and administration.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Employee onboarding and offboarding processing and associated records.
- Knowledge of benefit administration.
- Computer based software and programs for human resources processing.
- Principles of leadership, supervision, training, and performance evaluation.
- Principles and practices of analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of conducting investigations.
- Modern office practices and equipment.

### **Ability to:**

- Plan, organize, and administer the operations of a broad, centralized human resources program.
- Select, train, motivate and evaluate assigned staff.
- Negotiate effectively with varied groups and individuals. Thorough knowledge of labor contract administration.
- Develop, implement, and interpret goals, objectives, policies, procedures, work standards and internal controls.
- Implement a computer-based program for human resources processing.
- Analyze complex problems, evaluate alternatives, and make creative recommendations.
- Prepare clear, concise, and complete reports, correspondence, and other written materials.
- Exercise sound independent judgment within general policy guidelines and legal constraints.
- Ability to be a positive leader with experience leading, facilitating, teaching and coaching teams of people in successful endeavors.
- Maintain confidentiality.
- Ability to communicate effectively orally and in writing. Ability to speak effectively before groups, maintain a good public image.
- Ability to represent Mono County in all forums and gatherings.
- Ability to establish and maintain effective working relationships with County officials, other local governmental officials, employees, and the public.
- Analyzing and interpreting a variety of complex insurance, medical and legal documents.
- Analyzing, investigating, and evaluating program results relating to objectives and policy guidelines.

- Preparing and administering program budgets.
- Successfully communicating and working with all levels of the line staff, departmental management, and Board of Supervisors.
- Ability to act and think strategically.

### **EDUCATION AND EXPERIENCE**

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities might be:

- Bachelor's degree from an accredited college or university in human resource management or a related field or a demonstrated equivalent in formal education and experience.
- Five or more years of progressively responsible experience in a human resources department, preferably in the public sector. Three (3) years of which must have been in a supervisory capacity.
- Demonstrated expertise in communications and interpersonal skills.

### **TYPICAL PHYSICAL REQUIREMENTS**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or listen. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 15 pounds.

### **TYPICAL WORKING CONDITIONS**

Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license.