

# CITY OF SIMI VALLEY

## DEPUTY HUMAN RESOURCES DIRECTOR

*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.*

### **SUMMARY DESCRIPTION**

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Human Resources Division within the City Manager's Office, including labor relations, recruitment and selection, classification and compensation, training and employee development, employee benefits, workers' compensation, liability, and safety programs; coordinates assigned activities with other divisions, departments and outside agencies; and, provides highly responsible and complex administrative support to the Assistant City Manager and City Manager.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume management responsibility for assigned services and activities of the Human Resources division including labor relations, recruitment and selection, classification and compensation, training and employee development, employee benefits, workers' compensation, liability, and safety programs.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures; interpret and apply policies, procedures, rules, and laws in a fair, equitable, and consistent manner.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for human resources staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Confer with management staff on major human resource issues and activities; provide direction and advice as needed; ensure City compliance with all personnel rules and regulations.
6. Coordinate labor relations activities including negotiations and employee grievance procedures; respond to employee concerns regarding human resources issues.
7. Oversee recruitment, interviewing, testing, and selection processes.
8. Administer employee benefits including CalPERS medical, dental, vision, retirement, life, and short and long term disability plans; oversee processing of payroll.
9. Administer risk management programs, including workers' compensation, safety, and liability.
10. Investigate informal and formal complaints of harassment, discrimination, and violations of human resources laws and policies; seek resolution of complaints.

11. Prepare and/or review a variety of staff reports, forms, memos and correspondence; ensure accuracy and compliance with applicable laws and regulations; distribute documents to appropriate staff.
12. Select, train, motivate and evaluate human resources personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
13. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
14. Serve as the liaison for the Human Resources Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
15. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other related documents.
16. Provide responsible staff assistance to the Assistant City Manager and City Manager.
17. Conduct a variety of organizational and operational studies and investigations; prepare and present recommendations.
18. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources management.
19. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
20. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Operational characteristics, services, and activities of a comprehensive human resources program.  
Principles and practices of public sector human resources management including labor relations, recruitment and selection, classification and compensation, training and employee development, employee benefits, workers' compensation, liability, and safety programs.  
Principles and practices of program development and administration.  
Labor and management negotiating techniques and collective bargaining processes.  
Methods and techniques of investigating employee complaints, including discrimination and harassment.  
Employee benefit program administration.  
Office procedures, methods, and equipment including computers and applicable software applications.  
Principles and practices of municipal budget preparation and administration.  
Advanced principles of supervision, training and performance evaluation.  
Principles and techniques of report preparation.  
Pertinent federal, state and local laws, codes and regulations governing human resources management.

**Ability to:**

Oversee and participate in the management of a comprehensive human resources management program including labor relations, recruitment and selection, classification and compensation, training and employee development, employee benefits, workers' compensation, liability, and safety programs.

Oversee, direct and coordinate the work of lower level staff.

Select, supervise, train and evaluate staff.

Participate in the development and administration of division goals, objectives, and procedures.

Prepare and administer large program budgets.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Ensure program compliance with applicable laws and regulations.

Investigate informal and formal complaints and recommend solutions.

Research, analyze, evaluate, and recommend new service delivery methods and techniques.

Interpret and apply federal, state and local policies, laws and regulations.

Operate office equipment including computers and supporting software applications.

Prepare and deliver oral presentations to the City Council, employee organizations, and community groups.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, human resources or a related field. A Master's degree in a related field is desired.

**Experience:**

Five years of increasingly responsible human resources experience including two years of administrative and supervisory responsibility. Public sector experience is desired.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Standard office setting.

**Physical:** Sufficient physical ability to work in an office setting and operate office equipment.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.