



ASSISTANT HUMAN RESOURCES DIVISION MANAGER



Description:

Under general direction, assists the Human Resources Manager in a variety of Human Resources functions, including employee relations, negotiations, recruitment, classification, and equal employment opportunity; performs related duties as required.

Distinguishing Characteristics:

Positions in this class assist in overseeing a variety of Human Resources functions/activities for San Bernardino County Fire and Special Districts Departments, including recruitment, equal employment opportunity, employee relations, and training. Positions in this class are also characterized by their involvement in assisting in the development of the San Bernardino San Bernardino County Fire and Special Districts negotiating strategies, negotiations, assisting in the administration of labor contracts and in representing managements position in employee relations disputes. Positions report to the Human Resources Division Manager.

Duties may include, but are not limited to:

1. Advises management and supervisors in all aspects of personnel administration including the administration of existing memorandums of understanding and compensation plans, personnel rules and regulations, District policies, legislation, case law and administrative regulations in the field of employee relations.
2. Advises management on disciplinary actions and appropriate levels of discipline; oversees and prepares disciplinary notices; prepares disciplinary cases for presentation in administrative hearings; presents cases in capacity of management advocate at formal hearings.
3. Assists the Districts' Human Resources Division Manager in negotiations; conducts a variety of studies related to compensation and personnel practices and analyzes data; responds to a variety of inquiries and surveys conducted by other jurisdictions.
4. Interfaces with employee bargaining units' representatives and union officials to exchange information regarding human resources and administrative issues or policies; receives employees' complaints and takes appropriate action to resolve the problem; meets with employee organization representatives to clarify County Fire and Special Districts policies and procedures and to provide information as necessary.
5. Recommend changes to language in ordinances, personnel rules, policy manuals and provisions of memorandums of understanding and compensation plans.
6. Organizes and supervises the implementation of recruitment plans and classification actions; supervises job analysis and selection procedures; oversees test development and validation; conducts and oversees classification studies; conducts and oversees internal/external salary and benefit surveys; conducts job restructuring and other organizational adjustments.

7. Coordinates the Human Resources functions for the preparation of the Fire and Special Districts annual budgets; works with each department/division to identify and implement plans for staffing needs; assists in the development and management of the HR Division budget.
8. Supervises assigned Human Resources staff; assigns, reviews and corrects work in progress and upon completion; provides direction and training; monitors work performance, evaluates staff and prepares work performance evaluations; participates in the selection process.
9. Monitors grievances within assigned areas of responsibility; seeks to resolve complaints at lower procedural levels; serves as management advocate in administrative hearings; presents San Bernardino County Fire and Special Districts management position at formal arbitration hearings, which may include making opening and closing statements, arguing the San Bernardino County Fire and Special Districts position and writing case summations or briefs.
10. Consults with, advises and makes recommendations to department staff on human resource management problems; researches and analyzes a variety of organizational issues and recommends appropriate action; provides advice on the interpretation and application of personnel policies and procedures.
11. Oversees major departmental projects; analyzes projects or proposals, develops strategies for meeting organizational needs, provides interface with other divisions/departments to meet program needs, and makes recommendations on new projects, procedures, or policies.
12. Prepares a variety of reports and correspondence for both the Human Resources Department and assigned organizations.
13. Researches and analyzes legislation, case law and administrative regulations in the field of employee relations and makes recommendations to San Bernardino County Fire and Special Districts management regarding their effect and/or implementation.

Typical Qualifications:

A Bachelor's Degree in Human Resources, Industrial/Organizational Psychology, Public or Business Administration, Behavioral Science or a closely related field.

Three years of professional level human resources experience, which must include performing employee relations work including disciplinary actions and grievance handling in an organization with employee representation units. The employee relations experience must be recent (within the last 5 years).

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Job Code: 44803

Salary Range: E56

Representation Unit: Exempt Group

Last Updated: 9/21/09