



HUMAN RESOURCES DIVISION MANAGER



Description:

Under general administrative direction, plans, directs, and manages of the Human Resources Division within the San Bernardino County Fire and Special Districts Departments; serves as chief negotiator for the San Bernardino County Fire and Special Districts Departments.

Distinguishing Characteristics:

This position is characterized by the assignment of administrative and managerial responsibilities in overseeing the Division and all employer-employee relations for the San Bernardino County Fire and Special Districts Departments. The position reports to the Fire Chief/Fire Warden and the Special Districts Director as well as the County Administrative Office.

Duties may include, but are not limited to:

1. Plans, organizes and directs the activities of labor and employee relations programs, payroll, recruitment, classification, background investigations, Department of Transportation (DOT) and benefits programs.
2. Directs the preparation of, or personally conducts, special projects, studies, surveys, and analyses related to programs assigned; oversees and reviews the preparation of, or personally prepares, related documents, reports, recommendations and letters.
3. Researches, develops and implements new or modified policies, programs, programs, methods and procedures for the resolution of human resources and related management problems and presents findings and recommendations to management and/or employee groups.
4. Provides advice, consultation and coaching to supervisors, management and employees on various labor and employee relations issues and matters including: interpretation and administration of existing Memoranda of Understandings, Compensation Plans and County/District policies; grievance handling and resolution; preparation for mediation and arbitration, applicable personnel rules and regulation; relevant State and Federal laws and related case law; DOT issues; FLSA requirements; and disciplinary matters.
5. Participates in meetings or conferences with employee bargaining unit representatives and union officials to exchange information regarding human resources and administrative issues or policies. Acts as the chief negotiator member in the collective bargaining process; researches and develops management goals for negotiations; identifies alternative positions when appropriate.
6. Represents the San Bernardino County Fire and Special Districts Departments before the Board of Supervisors.
7. Develops and manages the division budget; during budget development, justifies all proposed expenditures. Makes or recommends changes to the budget and ensures expenditures remain within the approved budget; provides explanations of variances when necessary.

Typical Qualifications:

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

Five years of public sector Human Resources experience with a broad knowledge of human resources principles including: labor/employee relations, interest based bargaining; current knowledge of State and Federal regulations, law and relevant case law; knowledge of the principles and practices of Human Resources administration.

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.

Conditions of Employment:

Travel within and outside the County may be required. A valid California Driver's License and proof of automobile liability insurance must be provided at time of hire and maintained throughout employment.

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: 40064

Salary Range: E62

Representation Unit: Exempt Group

Last Updated: 5/20/10