



City of Commerce

DEPUTY DIRECTOR OF HUMAN RESOURCES

Department: **Human Resources**
Revised Date: **March 2017**

Class Code: **1202**
FLSA Status: **Exempt**

GENERAL PURPOSE: Under general direction of the Human Resources Director, assists with the management and direction of the Human Resources Department. Provides highly complex and professional administrative support and exercises independent judgment and initiative; acts on behalf of the Director as assigned. Supervises assigned staff and ensures department's activities are in compliance with all laws, policies and regulations.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assist in the direction and implementation of the Human Resources Department including but not limited to: recruitment and selection, job analysis and classification, compensation and employee benefit administration, risk management, employee wellness, organizational development, training, employee relations, and regulatory compliance.
- Monitors and assures the City's compliance with all regulations and standards governing human resources operations, programs, and activities.
- Exercises independent judgment within broad policy guidelines; evaluates and analyzes issues, and recommends and implements solutions; provides leadership, direction and guidance in human resources strategies, policy development and priorities.
- Provides advice and consultation to management and employees on dispute resolution, performance issues, and the interpretation and correct application of policies and procedures; mediates employee relations issues and assists with disciplinary actions, while exercising the highest degree of confidentiality and professionalism.
- Counsels City staff on personnel policies, procedures and processes; interprets and provides advice and assistance regarding employment issues; assures the consistent interpretation and application of Federal, state and City rules, regulations, policies and procedures.
- Manages and supervises professional, technical, and clerical staff including selection, training, prioritizing projects, evaluating performance, and resolves workload and technical issues; assures that appropriate services are provided.
- Represents the human resources functions to other City departments, elected officials and ancillary agencies; provides recommendations and solutions as needed.
- Monitors changes in state and federal human resources regulations, standards and legislation.
- Manages the technical recordkeeping process and procedures; assures the absolute confidentiality of work-related issues, personnel records and City information; assures compliance with the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A}.
- Provides highly complex and responsible support to the Human Resources Director and acts in the place of the Director during absence or as assigned.

JOB DESCRIPTION
Deputy Director of Human Resources

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Human Resources, Business Administration, or related field; and five year's professional Human Resources experience, including at least 3 years in a supervisory capacity of Human Resources staff (other equivalent experience will be considered).

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- City organization, operations, policies and procedures.
- State and Federal laws, statutes, rules, codes and regulations governing human resources functions, including California Public Employment Relations Board standards and the Meyers-Milias-Brown Act.
- Principles and practices of public sector personnel administration, personnel files and confidential records management, and effective customer service practices.
- Techniques and practices for efficient and cost effective management of resources.
- Legal, ethical and professional rules of conduct for public sector employees.
- Principles, practices and methods of compensation and wage structure research and analysis.
- Benefits program design and management principles.
- Employee relations principles and practices.
- Principles of recruiting, training, and organizational development.

Required Skill in:

- Managing and coordinating the City's human resources operations.
- Assuring the City's compliance with all laws, regulations, and rules.
- Developing and administering human resources plans, policies, and procedures.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Assessing and prioritizing multiple tasks, projects and demands.
- Assessing, analyzing, and identifying problems, and recommending effective solutions.
- Preparing, maintaining, and reviewing human resource records, reports, and documentation.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with other City employees, public officials, government agency representatives, and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.