



JOB DESCRIPTION

Assistant Director of Human Resources

Date Prepared: October 2022

SUMMARY: Under the direction of the Human Resources Officer (Director), the Assistant Director of Human Resources (Assistant Director) provides enhanced oversight and supervision of the day-to-day operation of the Human Resources Department, including assistance in developing department goals; developing and managing the department budget; assessing Human Resources processes and practices to ensure they are implemented consistently; developing Human Resources processes, policies, and procedures; training, motivating, and supervising Human Resources Department staff; maintaining state and federal compliance; overseeing recruitment and hiring for all City staff; managing the employee benefits program; and perform other duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and responsibilities performed by incumbents of this class; employees may be assigned tasks that are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include but are not limited to the following:*

- Oversee a team of Human Resources professional staff.
- Set work priorities and create work schedules.
- Provide training.
- Prepare and administer performance evaluations for department staff.
- Reward and/or discipline employees.
- Manage the talent acquisition, recruitment, hiring processes, onboarding and offboarding processes.
- Ensure the organization has a skilled and diverse workforce that understands the organization's goals and vision.
- Consistently assess the organization's employment needs to develop and incorporate optimal recruitment strategies.
- Develop and maintain job descriptions.
- Assist with prescreening applicants.
- Provide guidance throughout the interview and selection process.
- Develop and implement onboarding processes that familiarize new employees with workplace policies and procedures.
- Assist with the maintenance of personnel record keeping procedures.
- Supervise the processing of personnel transactions including new hires, transfers, promotions, position classification, and/or salary changes.
- Supervise the procedures for maintaining confidential personnel records.
- Monitor ongoing proposed and/or approved state and federal laws for the department and the City.
- Adjust administrative procedures to remain in compliance with applicable labor laws and regulations.
- Prepare federal and state reports, as required.
- Serve as a resource for advising staff on labor related laws, regulations, policies, and procedures.
- Provide support to the City Manager, Deputy City Managers, department heads, and other high-ranking officials on human resources related topics.
- Attend and/or conduct meetings with management and employees to resolve human resource issues, including employee disciplinary matters and grievances.

- Assist with coordinating the City's employee evaluation/merit program.
- Ensure employee evaluations are conducted in an efficient, fair, and timely manner.
- Ensure employee merit increases are processed correctly and timely.
- Coordinate and administer the City's health insurance benefit programs.
- Gather and analyze data on salaries.
- Maintain confidentiality of work-related issues and City information.
- Perform related duties as required.

MINIMUM QUALIFICATIONS:

Education, Training, and Experience Guidelines:

A bachelor's degree from an accredited four-year college or university with major coursework in Human Resources Management, Business Administration, or a closely related field AND three years professional human resources administration experience, including a minimum of two years of management and administration experience in a supervisory and leadership role. A master's degree in a related field is desirable and may substitute for two years of professional experience.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a valid California class "C" driver's license upon hire and maintain it throughout the length of employment with the City of Victorville.

Knowledge of:

- City policies, procedures, and Municipal Code.
- Principles and practices of human resource administration.
- Principles and practices of effective staff management, supervision, and training.
- Principles and practices of administrative management.
- Americans with Disabilities Act (ADA) regulations.
- Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) regulations.
- Pertinent state and federal laws.
- Principles and practices of records management and reporting.
- Cost accounting procedures, practices, and their relationship to budgeting.
- Principles and practices of project management.
- Principles and practices of strategic planning.
- Techniques of testing, recruiting, and candidate selection criteria.
- Mathematical and statistical computations.
- Record keeping and file maintenance principles and procedures.
- Legal, ethical, and professional rules of conduct for public sector employees.

Skill in:

- Establishing policies and procedures to achieve desired goals and maintain conformity with federal, state, and local regulations and best practices.
- Exercising sound judgment and political astuteness in complex situations.
- Developing creative and effective solutions to challenging problems and issues.
- Coordinating activities across multiple City departments and other agencies.
- Selecting, training, supervising, developing, evaluating, and motivating staff.
- Coordinating and overseeing department budgeting and/or fiscal reporting activities.
- Preparing and delivering clear and concise oral and written reports, policies, procedures, and other materials.
- Using work-related computer applications such as Microsoft Windows, Word, Excel, Outlook, database management, and internet communications.

- Prioritizing work and coordinating several simultaneous activities.
- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgments.
- Interpreting and applying City, state, and federal policies, laws, and regulations.
- Building effective teams and providing high-quality customer service.
- Communicating effectively, both verbally and in writing.
- Establishing and maintaining cooperative working relationships with City Management, City Council, department heads, managers, supervisors, employees, external auditors, external public and private agencies, and the general public.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment, in close proximity to other workers. Incumbent may be exposed to constant interruptions. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes and/or utilizing a hand dolly to lift and transport materials weighing up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Human Resources Officer

Date