

ASSISTANT HUMAN RESOURCES DIRECTOR HUMAN RESOURCES

GENERAL STATEMENT OF DUTIES

Under general supervision, performs responsible administrative and professional work in assistance to the Human Resources Director in the planning, organizing, directing, supervising, managing and evaluating the County's Human Resources programs, functions and activities. Considerable independent judgment and initiative are required in performing assigned duties. Considerable tact and courtesy are required in dealing with County employees, elected officials and the public. Reports to the Human Resources Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Job Functions

Assists in the development, implementation and administration of personnel policies and programs; compensation, classification, and benefits plans; EEO, employee recruitment and selection; performance appraisals; wellness program; employee training and professional development; employee relations, safety; workers compensation; and employee assistance program.

Interprets all laws; obligations, requirements and mandates of Equal Employment Opportunity, Affirmative Action, Americans With Disabilities Act, Affordable Care Act, etc..

Maintains effective working relationships with all county employees, department heads, County Manager, Board of County Commissioners and various boards of directors to effectively implement and carry out County personnel and risk management policies.

Assists supervisors and department directors in administering appropriate disciplinary procedures.

Assists in ensuring a safe work place and environment for all assigned personnel coordinating activities utilizing the resources available through the County's safety program.

Education and Experience

Bachelor Degree from an accredited college or university in Public Administration, Human Resources Management, Business, or a related academic field. Three to Five years of progressively responsible professional personnel experience, preferably in the public sector; or the equivalent in education, training, and experience that would provide the necessary knowledge, skills and abilities. A Master's Degree is desirable.

Additional Job Functions

Performs other related work as required.