

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: ASSISTANT HUMAN RESOURCES DIRECTOR

DEPARTMENT: HUMAN RESOURCES

BASIC FUNCTION:

Under general direction from the Human Resources Director, manages and oversees the day to day activities of the Human Resources Department. The incumbent is responsible for the development, implementing, and managing of human resources programs and services to support the city's mission, vision, and values. The Assistant Human Resources Director provides highly responsible administrative, professional, and supervisory work while having direct managerial oversight of Employee Relations, Compliance, Labor, Workforce Planning and Analytics, and Training, and as needed to the remaining sections of the department when the director is preoccupied.

DISTINGUISHING CHARACTERISTICS:

This classification is a single incumbent position reporting directly to the Human Resources Director and provides strategic and administrative direction to the human resources service areas as assigned.

KEY RESPONSIBILITIES:

Assists the director with the management of daily operations of human resources, workers' compensation, risk management and a variety of human resources and labor relations related activities.

Partners in strategic planning and leads high level key meetings as needed.

Leads all aspects of the city's employee relations program, workforce growth and development, policy development, and works directly with executives, managers, and supervisors on employee grievance and discipline issues including performance improvement plans.

Serves alongside the director as a strategic partner to the executive team and all citywide departments.

Analyzes and interprets Local, State and Federal law and regulations regarding employment practices; makes recommendations and implements changes; interprets personnel policies and procedures and advises staff on correct interpretation.

Conducts special research assignments, including gathering and analyzing data and preparing recommendations for consideration by management.

Develops, maintains, and implements policies and procedures and communicates changes to employee bargaining units, directors, managers, and staff.

Serves as a resource to directors, managers, and supervisors on classification issues, corrective action, excessive absenteeism, employee discipline, documentation and other human resources related issues.

Ensures all employees are trained in the legally mandated areas of Sexual Harassment and Prevention, Ethics, Mandated Reporter, Department of Transportation, and other compliance related or critical trainings.

Provides consulting to all employees on a variety of complex, sensitive, and confidential employee relations issues. Works with legal counsel on personnel matters and labor relations issues as necessary.

Directs and oversees the planning and conducting of various training and needs assessment activities.

Represents the city in contract negotiations with representative employee groups; administers and coordinates the provisions of these agreements.

Coordinates human resources related activities with other city departments and divisions, and with outside agencies.

Collaborates with the Director to sustain, promote, and grow departmental staff, programs and services.

Acts as an HR Lead for the Emergency Operations Center to organize and develop strong work teams with minimal notice and possibly sustain efforts over long periods of time.

Performs special projects and other duties as assigned.

Serves as acting Human Resources Director in the director's absence.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Principles, practices, laws, rules and regulations related to Human Resources.
- Federal, state, and local employment laws and regulations applicable to personnel actions and records, including various leave laws; OSHA, ADA, HIPAA, DFEH, DOL regulations and equal employment opportunity.
- Public human resources administration management.
- Principles and practices of labor relations, including the Meyers-Milias Brown Act (MMBA), negotiation and contract administration techniques, and provisions of all labor contracts and agreements.
- Administrative principles and methods, including goal setting, program development and implementation.

- Policies and practices of human resources administration, including recruitment, testing, selection, equal employment opportunity, employee relations, labor contract negotiations, classification, salary and benefits, and diversity, equity, and inclusion.

Ability to:

- Lead and energize work teams
- Interface as a resource with all levels of the organization.
- Take action and direct key responsibilities in complex and dynamic environments.
- Plan, organize and manage city-wide human resources activity.
- Develop collaborative working relationships with department directors, managers, and executive staff.
- Develop and implement comprehensive, effective human resources programs in assigned areas.
- Communicate clearly and effectively both orally and in writing to diverse audiences and facilitate understanding/agreement.
- Represent the city effectively in negotiations and other dealings with employee and labor organizations on a variety of issues.
- Supervise, lead, coach and use best management practices to help develop, engage and encourage staff performance.
- Maintain confidentiality and work in a need to know environment using political acumen.
- Mediate and resolve highly charged, sensitive, and confidential matters.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree from an accredited college or university with major course work in Human Resource Management, Public Administration, Business Administration, or a related field, and four years of increasingly responsible experience in the areas of human resources management or related experience including a minimum of three years supervisory experience.

A master's degree in public or business administration is highly desirable and/or a professional Human Resources certification (e.g. SHRM, CalPELRA, IPMA, etc.).

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to communicate, in person and by telephone and to utilize office equipment. An employee is also required to assimilate written materials relevant to the position.

In addition, while performing the duties, employees of this class are regularly required to engage communication skills; interpret narrative and statistical data, information and documents; analyze and solve problems; use and apply reasoning and abstract concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, City Council members and others encountered in the course of work.

An employee must also have the ability to work in a standard office environment with some exposure to the outdoors; the ability to travel to different sites and locations; the ability to attend evening meetings; and the ability to work under pressure and potentially stressful situations.

This is an at-will management classification.

DATE APPROVED: November 1, 2021