



CLASSIFICATION NO. 080
Established: 8/13
Retitled: 3/17
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FLSA: Exempt
EEO: 2

DEPUTY DIRECTOR, HUMAN RESOURCES

CLASS CHARACTERISTICS

Under administrative direction, to plan, lead and manage administrative operations across the Department of Human Resources; to provide direction to supervisory and management staff within assigned functional areas; to provide highly responsible and complex operational support to the Director of Human Resources; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Human Resources provides human resources services to all County departments, including employee recruitment and selection, policy administration, classification and compensation, employee training and development, workforce planning, benefits and leave administration, risk management, workers' compensation, liability and casualty claims management, workforce data management, labor and employee relations and collective bargaining.

The Deputy Director, Human Resources provides broad strategic and operational support to the Director, Human Resources and is responsible to oversee a variety of administrative functions, including policy development and implementation, budget and contract administration and project management. The incumbent acts in the Director's capacity on key issues and in the Director's absence and provides complex staff assistance to the County Administrator, County departments and County Counsel. The incumbent also provides direction to division management within assigned functional areas to facilitate strategic planning, program development, establishment of annual goals and objectives, personnel management and customer service improvements.

The Deputy Director, Human Resources is the second-in-command within the department and differs from the Director, Human Resources who oversees department-wide operations and has authority and responsibility for the strategic direction of the department's mission and the outcomes of department performance. This position also differs from other human resources management positions, which oversee personnel and activities within one division or functional area.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Assists department director in the administration of department programs, personnel and operations; plans, organizes, administers, reviews and evaluates the activities of professional, technical and administrative staff through assigned division managers; serves as point person on key strategic initiatives as requested by the Director or County

Administrator; develops systems and controls with all HR divisions to improve quality of processes, performance and customer service; participates in program decisions with members of the management team; acts as liaison to County departments regarding service and response issues.

2. Oversees the development and implementation of HR policies; monitors the County's employment policies according to department needs and changing business processes; works with HR management to establish priorities and direct the preparation of the department's strategic plans, annual work programs and outcome reporting; represents HR at Policy Committee meetings and recommends final policies to the County Administrator on behalf of the Director; performs regular policy audits for compliance with changing county business processes, legal requirements and labor agreement changes.
3. Manages internal investigation process in response to workplace concerns, to include intake process, fact-finding and investigations; assign and oversee the work of contracted investigators; performs workplace investigations and complaint case management; provides regular updates to the Director and County Administrator; facilitates comprehensive management review of case issues; prepares case summaries and recommendations; contributes information to support litigation or external agency complaints; monitors and evaluates program metrics; represents Human Resources on the Employee Workplace Concerns committee; reviews official investigative case reports and shares findings with HR Director and Legal Counsel.
4. Oversees and coordinates work of outside counsel serving as chief negotiator on behalf of the County during successor contract negotiations or interim bargaining; works with HR management and County stakeholders to develop proposals and build overall bargaining strategy.
5. In coordination with the Director, hires and directs assigned division management, professional and paraprofessional staff to provide high quality service to County staff and residents; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; provides professional assistance and training to HR staff as needed.
6. Prepares and administers department annual and supplemental budgets; reviews, analyzes and makes recommendations on budget requests; prepares budget justifications and presents budget to Director; monitors and reviews divisions' budgets, revenues and expenditures; coordinates presentation of budget proposals to County Budget Committee and Board of County Commissioners; coordinates fiscal operations with County Finance.
7. Participates in the development, negotiation, and administration of contracts for professional services; prepares requests for proposals; evaluates bids and participate in the selection of vendors; directs activities, manages relationships, and monitors performance of external consultants and vendors to ensure timelines and deliverables are met.
8. Monitors legislative action reports, bills and new legislation affecting the County; makes recommendations to the HR Director; works closely with HR staff to ensure that they are updated on employment and labor law changes and trends.

9. Represents the department to public and private agencies and groups; makes presentations before commissions and boards; responds to inquiries, including employment and public records requests, in a timely and effective manner.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of human resources management and administration, including labor and employee relations, investigations, performance management, and labor contract negotiation and administration; principles and practices of human resources and personnel administration regarding employee relations, labor relations, employee development and performance planning and appraisal; Oregon collective bargaining system and the Public Employees Collective Bargaining Act (PECBA), and state and federal wage and hour laws; principles and practices of public administration, including budgeting, reporting and maintenance of public records; participative management theories; methods of data generation, data collection, and database management; methods and techniques of research and analysis; applicable Federal, State and local personnel and EEO laws and case law, rules, regulations, codes and ordinances; County government organization and operations; principles and techniques of supervision; principles and practices of effective business communication.

Working Knowledge of: Principles and techniques of risk management; principles and practices of insurance underwriting; security and other loss prevention methods; claims administration techniques; applicable federal and state laws and local regulations and ordinances; principles and practices of human resources and personnel administration regarding recruitment, selection, classification, compensation, equity, diversity and inclusion strategies.

Skill to: Communicate effectively, both orally and in writing; prepare and deliver oral presentations to a variety of groups; facilitate consensus building and problem solving, formulate and implement operation and administrative policies; analyze problems, identify alternative solutions, project consequences and implement recommendations in support of organizational goals; gain cooperation through discussion and persuasion; interpret, apply and explain policies, contracts, ordinances, laws and regulations; investigate claims and negotiate settlements; collect, compile and analyze complex information, including employee data from human resource information systems; analyze and resolve problems; negotiate effectively on behalf of County management; prepare clear and concise reports, correspondence and other written materials; investigate, interview and resolve complaints and concerns; represent the County effectively in dealings with employees and employee organization representatives on a variety of labor relations and collective bargaining issues; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by County staff and residents; establish and maintain effective working relationships with employees, applicants, union officials and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential human resource issues and employee issues; maintain professional demeanor and composure in stressful or confrontational situations; facilitate group process; operate office equipment, including personal computers and software applications.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications

and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 11/18