RESOLUTION - ACTION REQUESTED 2017-497

MEETING: July 25, 2017

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Amend the Human Resources Director/Risk Manager Classification and Salary

RECOMMENDATION AND JUSTIFICATION:
Approve a new County classification entitled Human Resources Director and include this classification in the County Executive category and designate it “at will”; eliminate a current classification entitled Human Resources Director/Risk Manager; approve the Job Description for the Human Resources Director classification and set the annual salary for the Human Resources Director classification at a range of $98,500-$123,000.

The County Board of Supervisors has requested a rework of the County’s current Human Resources/Risk Management Director job classification title, duties and salary.

In response to this request, staff is now recommending the following:

☐ Risk management and safety activities will be managed on a "committee" basis between the County Counsel, CAO and Human Resources Departments. Staff believes that these changes will be more efficient to County operations, will centralize the administration of all County General Liability and litigation and provide continuity in the management of risk management and safety activities within the County.

☐ Change the classification title from Human Resources Director/Risk Manager to Human Resources Director to better capture the classification’s duties.

☐ Approve a new Job Description for the Human Resources Director classification.

☐ Change the classification’s salary from the current, fixed salary amount of $103,866 per year to a salary range of $98,500-$123,000 per year to provide greater flexibility in hiring and retaining an incumbent in the position.

The position will continue to report to the Board of Supervisors in an “at will” capacity.

The incumbent’s existing salary of $103,866 per year will not change with this Board action.
BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board of Supervisors last made a change to this Job Description in October, 2012. From time to time, staff recommends updates to existing County Job Descriptions as a best practice, as duties change and at the Board of Supervisor’s request.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
The Board of Supervisors may choose to make additional changes to the draft and updated Job Description, and/or recommend a different salary range.

ATTACHMENTS:
Human Resources Director Job Description July 2017 (DOCX)

CAO RECOMMENDATION
Requested Action Recommended

Rene LaRoche, Clerk of the Board 7/21/2017

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Merlin Jones, District II Supervisor
SECONDER: Kevin Cann, District IV Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey
HUMAN RESOURCES DIRECTOR
(At-Will)

DEFINITION
Plans, organizes, directs, and administers the County human resources services in the areas of recruitment and selection, classification and compensation, employee and labor relations including collective bargaining, organizational and employee development, personnel policy development and administration, legal compliance assistance with insurance policies, and workers compensation; ensures County compliance with all applicable federal and state regulations; provides professional and management support to the Board of Supervisors and County management staff in areas of responsibility; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives administrative direction from the Board of Supervisors and the County Administrative Officer. Appointed by and serves at the pleasure of the Board of Supervisors.

EXAMPLES OF ESSENTIAL FUNCTIONS
Directs and evaluates the County's human resources activities including recruitment and selection, classification and compensation, employee and labor relations, organizational and employee development, insurance coordination, and workers compensation.

Coordinates maintenance of County-wide job classification plan; oversees the development and administration of criteria and procedures to insure internal consistency and integrity of the job classification process.

Manages the development and implementation of the Human Resources Department goals, objectives, policies, and priorities for each assigned service area; establishes, within County policy, appropriate service and staffing levels; allocates resources accordingly.

Directs and oversees the employment management functions including recruitment, testing, selection, and promotional activities.

Oversees the development and administration of the human resources budget, directs the forecast of additional funds, monitors and approves expenditures, and implements mid-year adjustments.

Assists the County Counsel’s Office in risk management matters such as acting as the liaison with the County’s pool and with the purchase of or the application for various insurance programs.

Counsels, advises, and provides professional assistance to members of County departments, the County Administrative Officer, and the Board of Supervisors on human resources and workers compensation matters.
Represents the County in meetings with representatives of governmental agencies, professional, business and community organizations, and the public.

Directs the selection, evaluation, training and development of department staff.

Directs and reviews the work of contract consultants providing staff and project assistance.

Conducts or directs analytical studies of personnel activities, and develops and reviews reports of findings, alternatives, and recommendations.

Monitors legal, legislative, and other developments related to human resources and workers compensation matters; evaluates their impact upon County operations; and, recommends and implements policy and procedural improvements.

Oversees and/or provides assistance with the negotiation process with employee organizations; oversees/assists with the research, data, collection, and maintenance of records; provides staff assistance to the County Administrative Officer and the Board of Supervisors in the preparation of Memorandums of Understanding; may serve as the chief negotiator during collective bargaining.

Works with the department and bargaining unit representatives in various employee relations matters such as grievances, progressive discipline, preparation for disciplinary hearings and arbitrations, and MOU interpretation.

Directs the preparation and maintenance of personnel rules, records, and reports, employee handbooks, orientation manuals, and other publications on employee working conditions.

Develops and implements organizational development programs including team building and employee training and development, and coaching programs.

Directs the County’s workers compensation program by working closely with the insurance pool; reviews and directs activities associated with workers’ compensation claims in accordance with state, federal and other labor laws.

Assists department heads and the County Administrative Officer with a variety of human resource issues including contract interpretations, grievance administration, employee discipline and employee evaluations.

Oversees and administers County Affirmative Action and Equal Employment Opportunity Program.

Oversees the maintenance of personnel files and records.
EMPLOYMENT STANDARDS

Knowledge of:
Principles, practices, and techniques of public human resources administration.

Principles of labor negotiations and employee relations.

Pertinent local, state, and federal laws, rules, and regulations as they apply to human resources management.

Recruitment and selection methods and procedures including equal employment opportunity laws and regulations.

Principles, techniques, and methods of job classification and salary administration.

Principles and practices of workers compensation administration and other insurance/risk management programs.

Laws, regulations, policies, and procedures affecting workers’ compensation claims.

Administrative principles and methods including program and budget development and implementation and employee supervision.

Ability to
Plan, organize, and manage the County’s human resources and workers compensation systems and functions.

Develop and implement human resources policies and procedures.

Develop, coordinate, and conduct recruitment, screening, and selection procedures.

Direct and perform assignments necessary for the maintenance of the County classification and compensation system.

Provide counseling and advice on grievances and disciplinary matters.

Investigate complex employee complaints, identify pertinent facts, and draw reasonable conclusions.

Negotiate labor agreements.

Interpret and apply County policies, procedures, rules, and regulations.

Analyze complex problems, evaluate alternatives, and make sound recommendations.
Establish and maintain effective working relationships with those contacted in the course of work.

Assists with safety activities to include investigating accidents, hazardous conditions and recommending corrective action(s).

Prepare clear, concise, and competent reports, correspondence, and other written materials.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS:**

**Experience:**
Five years of increasingly responsible experience in public sector personnel/human resources management, which includes at least two years in a supervisory capacity.

**Education:**
Possession of a Bachelor’s degree from an accredited college or university with major course work in business, public, or personnel administration, or directly related field is required. A Master’s degree in business or public administration is highly desirable.

**Additional Requirements:**
Possession of a valid California driver’s license. Under certain circumstances the Human Resources Director may accept a valid driver’s license from another state if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

Must have the ability to pass the California State Department of Justice fingerprinting clearance.

Must pass a pre-employment physical.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 10/12 (B/S Res. # 12-495); Revision Date: 07/17 (B/S Res. # 17-497)