

PERSONNEL SERVICES DIVISION CHIEF

DESCRIPTION

Under the general direction of the Director of Personnel Services, assists in the operation and management of the Department; plans, organizes and directs the staff, programs and activities of one or more divisions of the Department; serves as expert consultant to departmental managers, supervisors, employees and the public; and performs related work as required.

Incumbents have full management responsibility for one or more divisions of the Personnel Services Department such as Regulatory Services, Departmental Services and/or Employee Services. Duties and responsibilities are independently performed within broad guidelines established by the Director of Personnel Services.

DISTINGUISHING CHARACTERISTICS

Through subordinate managers, incumbents in this multiple-position classification have full managerial responsibility for the planning, development, and administration of all programs, staff, and activities of one or more assigned divisions within the Department of Personnel Services. This classification is distinguished from the Human Resource Manager series by its broader accountability and responsibility for all staff and activities within one or more assigned divisions while the Human Resources Manager series is responsible for the management of staff and activities in one or more programs or functions within a division of the Department.

EXAMPLES OF DUTIES

Depending on the area of assignment, duties may include, but are not limited to, the following:

- Assumes management responsibility for all programs, services and activities of one or more assigned divisions; manages and participates in the development and implementation of division goals, objectives, policies, procedures and priorities; recommends appropriate service and staffing levels; formulates, recommends and administers department and county-wide personnel policies, procedures and practices.
- Through subordinate managers, plans, organizes, assigns and supervises the work of one or more divisions; establishes work priorities, determines methods to be used, and identifies and resolves related issues and problems.
- Selects, trains, motivates and evaluates the performance of assigned personnel; provides or coordinates staff training; works with employees to correct performance deficiencies; and implements appropriate corrective action.
- Monitors and evaluates assigned programs, service delivery methods and procedures to ensure that program objectives and customer service requirements are met; develops, and implements policies and procedures to achieve program goals and operational effectiveness.
- Serves as liaison with other County departments and outside agencies; advises managers and supervisors on the interpretation and application of policies, procedures, ordinances, Civil Service rules, and related matters; consults with department or agency staff on a variety of personnel issues; negotiates and resolves significant and controversial issues; and provides responsible staff assistance to the Director of Personnel Services.
- Keeps abreast of all local, State, Federal and other regulatory agency laws, rules, regulations and policies applicable to assigned programs and ensures compliance; analyzes proposed legislation and personnel trends, determines impact on personnel services and recommends appropriate action.

- Prepares budget estimates and justification for assigned programs; monitors assigned budget and establishes cost controls to ensure compliance with budget provisions; and participates in negotiations of vendor contracts.
- Directs and assures the maintenance of records and preparation of reports necessary for program operations; prepares reports and correspondence as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of public administration, management and supervision.
- Principles and practices of public personnel administration including position classification, compensation management, employee relations, and employee training and career development.
- Principles and techniques of recruitment, equal employment, test development and validation.
- Applicable federal, state and local laws and regulations and precedent court decisions related to personnel management.
- Organizational and management practices related to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of public sector budget development and administration.
- Methods and practices for organizing and presenting information.

Ability to:

- Plan, organize, manage, direct and coordinate the work management, supervisory, professional and technical personnel engaged in the administration of personnel services programs and functions.
- Provide administrative and professional leadership and direction for assigned division.
- Recommend and implement goals, objectives and practices to guide the provision of effective and efficient personnel services.
- Secure the cooperation of department managers in accepting and effecting sound human resources management practices.
- Interpret, apply and explain complex rules, regulations and guidelines.
- Identify and analyze problems and exercise sound judgment to generate and evaluate alternatives, reach practical conclusions, devise workable solutions and adopt effective course of action.
- Research, analyze and evaluate service delivery methods, procedures and techniques.
- Assess budgetary needs, make projections and establish effective cost controls.
- Communicate effectively in written and oral form.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Either: Two years of experience in Sacramento County service as a Human Resources Manager II, or a comparable level or higher, with primary responsibility for managing a comprehensive human resources program which includes recruitment, selection, position classification, compensation, personnel transactions and payroll administration, employee benefits, risk management and safety, workers compensation, training, organizational development, equal employment opportunity, disability compliance, and/or labor relations, including employee disciplinary advice and complaint investigations and may include other major program elements.

Or: Bachelor's Degree from an accredited college or university with major course work in public, business, or personnel administration, industrial relations, psychology or a closely related field;

And

Five years of increasingly responsible supervisory or management experience in a public sector personnel office supervising staff engaged in professional-level analytical and technical personnel work

Substitution – A Master's Degree from an accredited college or university with a concentration in public, business or personnel administration, personnel management, psychology or closely related filed may substitute for one year of experience.

General Qualifications:

License Requirements:

Some positions in this class require possession of a valid State of California Driver License, Class C or higher, at the time of appointment. Failure to maintain appropriate valid California Driver License constitutes cause for personnel action in accordance with Civil Service Rule 11.4. Individuals who do not meet this requirement due to disability will be reviewed on a case-by-case basis.

Criminal History and Background Checks:

The County may access criminal history information on candidates who have accepted a conditional offer of appointment for this class consistent with the provisions of Board of Supervisors Resolution No. 82-602, Personnel Policies and Procedures B-5, and applicable federal and state laws. The County shall not consider for employment any candidate who has been convicted of a felony or misdemeanor that relates to or impacts the candidate's ability to perform the job duties of this class unless it is determined that mitigating circumstances exist. For purposes of accessing criminal history information, the candidate will be fingerprinted. A subsequent arrest notification may be obtained.

The County may also conduct a background check on the candidate prior to appointment to a position within this class. The background check may include personal and professional reference checks, credit history checks, Social Security Number verification, professional license/registration verification, military service information and driving history. Information obtained in the course of this background check will be considered by the appointing authority in the selection process. In obtaining such information, the County will comply with applicable consent and disclosure practices in the Fair Credit Reporting Act and the California Investigative Consumer Reporting Agencies Act.

Probationary Period: Twelve (12) Months

CSC Approved	BOS Adopted	Revised	Retitled	Class Code	Schematic Code	EEO Code	Rep Unit
	04/10/67	10/09/86 08/10/01	08/10/01	11210	16121	01	050