

Code: 1528

Title: HUMAN RESOURCES DIVISION MANAGER

SUMMARY: This classification manages the activities of one or more major division within of the centralized Human Resources Department. Incumbents within this classification manage assigned work unit(s), provide direct supervision of professional and support staff and report directly to the Human Resources Department Director.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Manages the activities and supervises staff of assigned Human Resources division(s);
Monitors and evaluates the effectiveness of services provided by assigned Human Resources division(s) and assures compliance with applicable federal, state, county and related laws, rules and regulations;
Assists in the development of long-range/short-term goals and related planning for area of assignment;
Assists in developing and administering budgets for assigned areas of responsibility, and provides input to the Human Resources Departmental budget processes;
Resolves problems/issues arising from operations of subordinate assigned divisions;
Participates in or acts as Human Resources Departmental representative for, various committees, task forces, boards and commissions;
Coordinates Human Resources division operations with other central Human Resources divisions, county agencies and departments, and outside agencies;
Supervises, trains and evaluates subordinate professional, paraprofessional and technical staff, to include contractors;
Develops and delivers specialized employee-relations and other training services to county departments;
Researches, analyzes and make recommendations to supervisors, client departments and employees to identify and resolve problems through application of appropriate county rules, policies and procedures;
Conducts research, investigations, analysis and documentation of confidential and contentious issues and situations and recommends remedial actions to the Human Resources Director;
Prepares and delivers reports on Human Resources division activities;
Exercises signature authority for the Human Resources Director on delegated issues;
Monitors contractual agreements and services, and prepares requests for and analyzes proposals received for area of responsibility;
Oversees the development and maintenance of required documentation, files (manual and automated) and related materials as required by federal, state, county and other laws, rules and regulations for areas of responsibility;
Maintains appropriate security and confidentiality of information encountered or created in the course of assigned duties;
May represent or act on behalf of the Human Resources Director for area of responsibility and as directed;
May be required to testify in court and before boards, commissions and like bodies relative to Human Resources activities of assigned area of responsibility;
May access or maintain specialized databases containing division-specific information to review information or generate reports.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of assigned functional area;
- principles and practices of staff supervision, training, evaluation and professional development;
- applicable federal, state, county and related laws, rules, regulations, policies and procedures for area of assignment;
- organizational structure and functions of county departments and agencies;
- community resources and related topics;
- laws, rules, regulations and court decisions applicable to Human Resources functions;
- principles and techniques of effective communication to include written composition, public speaking and curriculum development and review;
- capabilities and use of automated/computer-based information systems.

Skill in:

- assessing area of responsibility for effectiveness and recommending or initiating needed changes to enhance services;
- supervising, training and evaluating assigned staff;
- interpreting and applying appropriate laws, rules, regulations, policies and procedures to assigned activities;
- investigating, documenting and analyzing problems, issues and situations, and developing recommendations to address same;
- assessing delivery of services to assure compliance with appropriate laws, rules, regulations, policies and procedures, and directing/recommending needed changes;
- developing and evaluating responses to Requests for Proposals (RFPs) and contract issues;
- overseeing contractor performance for assigned areas and recommending contract changes or related actions;
- documentation of assigned unit activities, to include creation and maintenance of mandated records;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in human resources/personnel, public or business administration, management or a closely related field, as determined by the Appointing Authority at the time of recruitment, and five years of professional experience in human resources management or training, which included at least two years of direct supervisory experience.

[A master's degree in one of the required disciplines or formal license/certification in a designated specialty may be substituted for one year of professional experience.]

OR:

(2) Three years of experience with Pima County as a Human Resources Supervisor or Training Officer within the centralized Human Resources Department.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 09/10/10(cs)
Updated 7/1/11(tb)