

CITY OF SANTA ANA

JOB TITLE

Assistant Director of Personnel Services (MM)

JOB CODE

01835

DEPARTMENT

Personnel Services Agency

TITLE OF IMMEDIATE SUPERVISOR

Executive Director of
Personnel Services

JOB SUMMARY

Under general direction, provides highly responsible and complex administrative support to the Executive Director of Personnel Services. The Assistant Director assumes primary management responsibility for all services and activities relating to the Employee and Community Relations Division, including serving as chief labor negotiator, and assists the Executive Director with management issues related to the entire agency.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Negotiates and administers negotiated memoranda of understanding with represented employee groups. Plans, develops, implements, supervises, evaluates and modifies programs in the areas of affirmative action and outreach, employee training and development and labor relations. Supervises the administration of the City's Santa Ana Experience (Responsive, Respectful, and Results) Training and Management Academy Programs, as well as career and general employee training and development. Oversees the Personnel Board hearing process. Provides advice and counsel to department managers and employees. Attends and participates in meetings of the City Council to answer questions regarding personnel actions and provides information as needed. Establishes division goals and objectives and assists in the development and implementation of goals, objectives, policies and priorities for the Department. Develops, reviews and revises policies and procedures related to employee relations. Assists with the preparation of the departmental budget. Assumes responsibilities of the Executive Director in the incumbent's absence. Performs other related functions as assigned.

MINIMUM DESIREABLE QUALIFICATIONS

Five years of progressively responsible supervisory and management experience, including at least three years performing personnel administration or employee relations in a governmental agency. Graduation from an accredited four-year college or university with a degree in Human Resources, Business or Public Administration, Industrial Relations, Psychology or a related field may be used in conjunction with experience to meet the minimum qualifications, or any equivalent combination of training and experience that provides the knowledge, skills, and abilities listed below.

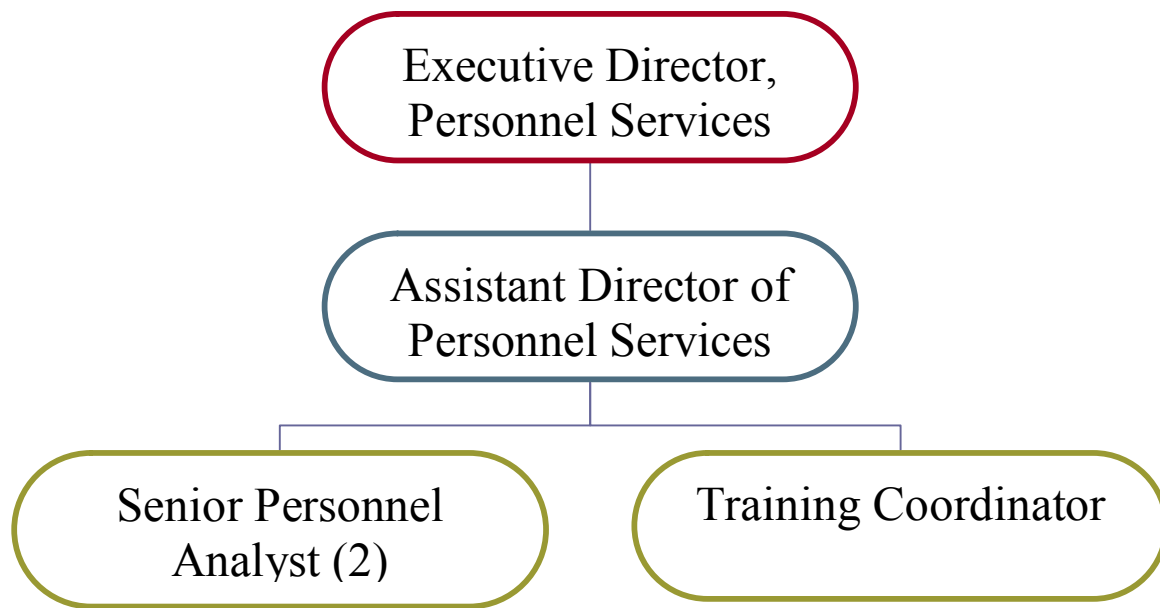
DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles and practices of personnel administration, management, and supervision; Total Quality Management and public administration; Merit-based employment rules and regulations; labor laws and their intent; discipline process, due process and just cause; affirmative action and equal employment opportunity laws; employment-related developments in the legislative and judicial area; principles and methods of position classification and wage and salary administration, training, employee relations, recruitment/selection and supervision.

Skill in: the use of a personal computer and relevant software applications such as Microsoft Word, Excel, Access, and Outlook.

Ability to: provide administrative and professional leadership and direction; develop and implement goals and objectives; perform as the City's chief labor negotiator; provide advice and counsel on grievances and disciplinary matters; plan and develop programs; evaluate and analyze existing programs and make recommendations; prepare clear, complete, accurate and logical written and oral reports; prepare budget documents and related reports as well as administrative documents and reports; make presentations; maintain effective working relationships with department management, city employees, employee organizations, elected and appointed City officials and the public.

ORGANIZATIONAL RELATIONSHIPS



Class title established per Council Resolution No. 2006-007, effective 02-06-06

Reviewed: 10/08
ADA Approved: 10/08