



DEPUTY DIRECTOR HUMAN RESOURCES/LABOR RELATIONS

Department: Human Resources
Job Class #: 148800
Pay Range: Executive 12

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION:

The Deputy Director assists in the management and coordination of the department. The position develops and executes HR policy and county-wide labor relations strategies. The Deputy acts on behalf of the Department Director and assumes the duties of the Director in his/her absence or as directed.

ESSENTIAL FUNCTIONS:

- Serve as chief negotiator; develop county-wide labor relations strategies; and negotiate the most difficult contracts.
- Oversee employee relations, labor negotiations, misconduct investigations and county grievance processes.
- Communicate the County's personnel policies and procedures and ensure compliance.
- Provide public testimony, presentations, and media statements as appropriate.
- Develop and manage division budget.
- Supervise Human Resources Department staff.
- Establish and maintain effective relationships with department leadership, elected officials, County Council members and staff, labor unions and the public.
- Perform other duties as assigned.

WORKING CONDITIONS: Work is performed mostly in an office setting that requires sitting for prolonged periods of time. The Deputy Director must be able to travel, operate a personal computer and related equipment, and lift twenty pounds with or without accommodation.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of personnel administration.
- Applicable laws, policies and procedures.
- PERC decisions and negotiating tactics and strategies.
- Conflict and dispute resolution strategies.
- Budget management.
- Project management

Skill in:

- Building consensus among individuals with varying opinions.
- Negotiations.

Ability to:

- Write clear, concise and legally defensible language.
- Analyze statistical data; interpret findings; prepare comprehensive reports; and determine the impact to the County.
- Use of independent judgment, effective decision-making and problem solving.

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Classification Description – Pierce County

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- Operation of personal computer and the use of job-related software.
- Communicate effectively verbally and in writing to audiences of diverse backgrounds.
- Multi-task and complete assignments in a timely manner.
- Perform the essential job functions.

MINIMUM REQUIREMENTS TO APPLY:

- Bachelor's degree in human resource management, public or business administrations; and,
- Six years of professional human resources management and collective bargaining experience; to include
- Two years in a managerial/supervisory role is required.
- An equivalent combination of experience and education may be substituted on a year for year basis.
- Master's degree in Human Resources Management highly desired.
- Successful completion of a background investigation.