

**HOUSING AUTHORITY**  
of the  
**COUNTY OF MONTEREY**

October 2020

HUMAN RESOURCES DIRECTOR  
(FLSA Exempt)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION:**

Direct all Authority human resource programs and employee relations, and the provision of related training. Serve as member of executive management team. Provide coordinative and technical support to the Executive Director through the administration of human resources programs. Participate in a variety of special projects and studies, as assigned by the Executive Director. Exercise the highest level of personal discretion in handling complex, confidential, administrative, and technical matters in the fulfillment of all delegations and assignments from the Executive Director.

**DISTINGUISHING CHARACTERISTICS:**

This management classification is solely responsible to the Executive Director, or his/her designee, for planning, organizing, directing, and supervising all human resources and related administrative support systems of the Authority.

**SUPERVISION RECEIVED AND EXERCISED:**

Under the direct supervision and general direction of the Executive Director or his/her designer. Exercise direct and general supervision of assigned administrative and clerical staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

- Administer the Authority personnel, employee relations, and labor relations

programs. Interpret policy. Recommend policy and procedure changes; advise department heads concerning personnel and disciplinary issues. Advise the Executive Director concerning personnel-related issues.

- Supervise and administer classification, compensation, recruitment, selection, affirmative action, performance evaluation, orientation and training programs. Perform E.E.O and A.D.A. monitoring and reporting.
- Serve as employment counselor for employees, and counsel supervisors and department heads in the handling of employee relations and disciplinary issues.
- Design and conduct employee orientation.
- Respond to other Authority inquiries regarding employment/unemployment matters, survey requests and personnel administration issues.
- Maintain records; create and maintain forms; prepare and submit a variety of reports and correspondence. Give presentations to the Board of Commissioners and management as required. Attending all Board of Commissioners meetings.
- Design and oversee hiring processes. Responsible for advertising position openings according to established procedures; schedule and prepare for interviews. Respond to public inquiries regarding various position openings. Conduct personnel recruitment and related advertising activities. Assist in the selection of personnel.
- Oversee Worker's Compensation systems and processes. Represent the Authority concerning Unemployment and Workers Compensation and related disability Insurance claims.
- Act as an advisor to the Safety Committee; make recommendations on safety related policies and procedures and act as Safety Coordinator.
- Serve as administrator of the medical, dental, life, LTD, pension, and deferred compensation and similar employee benefit programs. Responsible for benefit premium bids.
- Administer the Authority's labor relations program; plan for negotiations and handle grievances; administer the memorandum of understanding; serve as a liaison to employee organizations.
- Plan, organize and direct the Authority's training program; develop training committees; keep track of certificates; prepare training programs for future use. Prepare and submit required reporting for HUD Section 3.
- Represent the Executive Director on personnel related issues in contacts with various local and community organizations as assigned.
- Responsible for the preparation and maintenance of personnel records.
- Design and oversee employee performance evaluation process. Take disciplinary action as necessary.
- Oversee development and implementation of personnel policies.
- Administer service and consulting agreements/contracts.
- Administer and maintain Authority Time and Attendance software database in conjunction with Payroll.

**OTHER JOB FUNCTIONS:**

1. Assist in the preparation and administration of the personnel budget, review division expenditures.
2. Perform related duties and responsibilities as required.

### **REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:**

Knowledge of: Principals of personnel management, purchasing, organizational behavior, administration, and budgeting. Governmental regulations and requirements; program and agency rules, regulations, standards, and programs. Personal computers use various application programs (word processing, spreadsheet, and database).

Ability to: Plan, organize, implement, direct and coordinate workflow in a manner that is conducive to full performance and morale. Deal effectively with representatives of other governmental agencies, clients, employees, and the general public. Ability to maintain confidentiality. Work cooperatively with other department heads. Work independently with minimum guidelines in accomplishing goals. Prepare complex reports and communicate effectively in English in written and oral presentation. Personal computers using necessary application programs.

### **EXPERIENCE AND EDUCATION GUIDELINES:**

Any combination of experience and education that provides the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and acquire the abilities would be:

Experience - Eight years of increasingly responsible experience in the methods used in analyzing and executing all facets of a human resources management program.

Education – A bachelor’s degree with major in personnel administration, human resources management, business administration, public administration, or a related field.

### **LICENSES AND CERTIFICATES:**

Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority’s insurance carrier.

Provide proof of US Citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Department of Homeland Security.

### **PHYSICAL ABILITIES AND WORK ENVIRONMENT**

Must have the ability to drive an automobile and sit for lengthy periods of time in a standard indoor office environment. Essential and marginal functions may require maintaining the physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting and carrying; stair climbing; extensive use of keyboard equipment. Maintain the mental and physical capacity to make sound decisions and perform the tasks assigned, and the audio-visual capacity to make the discriminating and perceptual observations necessary to fulfill the requirements of the job.