



## HUMAN RESOURCES DEPARTMENT Santa Cruz METRO

*Class Code: 1400-OA55  
FLSA Status: Exempt*

### **Human Resources Deputy Director Bargaining Unit: Management**

#### **DEFINITION:**

Under general direction, assists the Human Resources Director in planning, managing, coordinating and overseeing assigned Human Resources operations, activities, programs, and personnel for Santa Cruz METRO. This is a second in command, responsible for the daily operations for an assigned area within the Human Resources Department.

#### **DISTINGUISHING CHARACTERISTICS:**

The Deputy Director or Human Resources is a second in command, responsible for the daily operations for an assigned area within the Human Resources Department. Receives direction from the Human Resources Director. Exercises general direction over professional, para-professional, and clerical staff.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.*

- Manages and provides administrative direction for human resources functions including recruitment and selection, training and development, classification, compensation, benefits, or employee/labor relations.
- Ensures the timely, accurate, and professional delivery of organizational-wide human resources programs and activities.
- Hires, trains, supervises, and monitors the performance of personnel.
- Ensures staff compliance with departmental policies, procedures, and regulations governing human resources activities.
- Develops and implements goals, objectives, policies, and procedures for human resources functions.
- Interprets and explains human resources policy and procedural decisions to Santa Cruz METRO departments, management personnel, and employees.
- Provides assistance to Santa Cruz METRO departments in resolving human resource issues; recommends and assists in implementing corrective courses of action.
- Oversees the confidential processing and maintenance of employee payroll/personnel records and the human resources records management system.
- May review and approve personnel actions pertaining to Santa Cruz METRO's employees for processing.
- Monitors compliance with MOU's Personnel Policies and Procedures and Salary Resolution; may authorize continued temporary staffing in excess of established limits.
- Manages and coordinates Santa Cruz METRO's recruitment and selection process including developing and implementing recruiting strategies.
- Supervises and coordinates the administration of Santa Cruz METRO's employee benefits program.
- Administers and maintains human resource systems and technology.
- Develops specialized management reports for internal and external customers.



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- Gathers information, prepares, submits, and maintains a variety of departmental reports.
- Provides assistance in preparing and administering departmental budget.
- Serves as Human Resources Director in his/her absence and performs related duties.
- Oversees the agency's Drug and Alcohol Testing program.
- Oversees the agency's Worker's Compensation and Medical Leave programs.
- Performs other duties as assigned.
- Perform as a hand on "working" manager.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- Principles of human resource administration.
- Policies, procedures, ordinances, and resolutions governing Santa Cruz METRO's personnel activities, conditions of employment, and employee benefits.
- Advanced research and statistical methods.
- Principles of office organization and management.
- Impact of labor market conditions and socio-economic issues on recruitment and employment.
- Modern office practices, procedures, and equipment, including microcomputers and applicable software applications.
- Principles and practices of budget preparation and administration.
- Principles and practices of supervision and performance appraisal.
- Applicable federal, state, and local laws, regulations, and ordinances.

#### **Ability to:**

- Administration of assigned areas of human resources operations, activities, and programs.
- Assist in ensuring compliance with regulations governing human resources activities.
- Effective communicate both orally and in writing.
- Establish and maintain effective working relationships with staff, Santa Cruz METRO departments, Board and Union officials, outside agencies, and the general public.
- Provide assistance in administering budgets and monitoring expenditures.
- Supervise, lead, and delegate tasks and authority.

### **MINIMUM QUALIFICATIONS:**

#### **Education, Training and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major study in business or public administration or a closely related field.

#### **AND**

Five (5) years professional experience in human resources, business or public administration experience, including two (2) years supervisory experience, preferably in a public agency. Familiarity with transit agency or transportation system activities and functions is highly desirable. Experience in a public organization is preferred.

Note: Previous HR experience in the public sector and a Master's Degree is desirable.



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### **LICENSES AND CERTIFICATES:**

A valid Class C driver license and safe driving record is required at the time of application. A valid Class C State driver license is required at the time of appointment and must be maintained throughout employment.

Desired certifications include: Certified Professional (CP) or Senior Certified Professional (SCP) from a recognized Human Resource Certification organization such as IPMA-HR, SHRM, or HRCI.

### **SPECIAL REQUIREMENTS:**

- Must be able to work extended hours as needed, often outside regular business hours as required by the CEO and the demands of the job.
- Must maintain strictest confidentiality.
- Must participate in professional development activities.
- Requires occasional travel.

### **PHYSICAL AND MENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional standing, walking, overhead reaching and lifting up to 20 pounds unaided is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus.

#### **Mental Demands**

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

#### **Work Environment:**

The employee works in an office environment where the noise level is usually quiet. May require availability to work a flexible schedule.

### **OTHER CONDITIONS OF EMPLOYMENT:**

Must pass requisite background check.

- \*Adopted: November 2017
- \*BOD Approved: 01-26-18
- \*Revised: 00-00-00
- \*Job Family: Professional – Human Resources