

# **NOTICE OF VACANCY**

## **Open to the Public**

**Qualified Santa Cruz County Employees and Qualified Applicants** are invited to apply for the following position by submitting a letter of interest indicating relevant experience and qualifications and a completed Santa Cruz County Employment Application Form to the County Manager, County Complex, 2150 N. Congress Dr., Rm. #119, Nogales, AZ 85621:

**Job Title: HUMAN RESOURCES MANAGER**

**Department: BOARD OF SUPERVISORS**

**Salary: \$58,204 - \$78,576 (Range 77)**

**Summary of Duties: *See attached job description***

**Qualifications: *See attached job description***

***THIS POSITION WILL BE OPEN UNTIL FILLED***

(Santa Cruz County is an EEO/AA Employer)

## **Human Resources Manager**

**Definition:** Under administrative direction of the County Manager, establishes and provides the total human resources management program and services for County administration, departmental operations and individual employees.

**Essential Functions:** (Essential Functions, as defined under the American Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of task is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

### **TASKS:**

Directs and participates in the local process of obtaining high quality employees, assesses recruitment needs, anticipates departmental vacancies; reviews and approves requisitions for staff; advertises vacancies in newspapers, professional journals and through other media; pre-screens applicants; establishes selection criteria and methods including written and practical examinations, interview panels, background and reference checks; refers qualified applicants to departments for employment.

Establishes and maintains the County's position classification and compensation plans; analyzes and determines the occupational job classification of individual positions; conducts desk/field job audits; prepares job descriptions; conducts salary surveys by extraction or questionnaires; updates the salary plan by assigning job classes to salary ranges on the basis of the prevailing rates and internal job growth relationship; provides annual salary plan update recommendations to the County Manager.

Designs and administers the County's employees benefit plans; analyzes the effectiveness of non-insured plans and recommends revisions and cost-containment features; negotiates with brokers and carriers for the most advantageous rates; informs employees of all plans and plan features; administers enrollment of employees and dependents in insured plans; arranges for processing of claims by a TPA or carrier, conducts new employee orientation meetings.

Develops and recommends personnel policies and prepares personnel policy/procedure manuals for supervisors; confers with attorney for the Board and County Manager to provide recommendation on personnel matters; provides advice to department heads, supervisors, and employees on personnel matters; develops policies and procedures to preclude wrongful discharges, employee harassment, and ensure compliance with state and federal employment and wage and hour laws.

Maintains computerized and manual employee records; oversees performance evaluation plan and notifies supervisors when evaluations are due; develops and manages employee communication and recognition programs; assesses needs for and arranges for provision of County-wide supervisory and management skills training programs; assesses needs for and develops approaches to maintaining employee turnover at acceptable level; assists department heads with development of method to increase work quality and productivity. Performs other related and non-related duties as assigned.

### **Knowledge, skills and Other Characteristics:**

Knowledge of the principles and practices of public sector human resources management.

Knowledge of the state and federal statutes and guidelines relating to employment.

Knowledge of effective techniques for recruitment, selection, position classification, salary administration, benefit plans, staff training, and personnel information systems.

Knowledge of the principles and practices of employee supervision and motivation.

Knowledge of the functions and operations of county government.

Skill in the development and management of a total human resources service function.

Skill in communicating effectively orally and in writing.

Skill in establishing and maintaining effective working relationships with County officials, Supervisors and employees.

Skill in the assessment of needs and provision of human resources services to operating departments.

Skill in providing leadership, supervision, and work evaluation to clerical staff.

### **Qualifications:**

Bachelor's degree in Human Resources or other directly job-related field and (6) years of professional-level human resources management experience, two of which must have been with a public agency.