

# Market Range Detail - Deputy Director - Human Resources

## Effective Date

August 8, 2011

## Market Range Title Description

Under the direction of the Deputy County Manager, this position is responsible for the planning, direction and management of the Employee Relations Division, Recruitment and Selection Division and Training & Development Division in the Human Resources Department. The deputy director provides significant input and guidance to the Deputy County Manager influencing decisions that direct the operations of the department and has responsibility for directing the management of operational/technical functions.

Typical job duties include: managing subordinate administrative and operational managerial and supervisory staff; providing the Deputy County Manager with considerable input in the development and implementation of department strategic goals and objectives related to the department's mission; directing the development and implementation of County-Wide human resources policies and procedures; directing the implementation of department plans and programs; reviewing and evaluating the effectiveness of human resources programs and providing recommendations to the Deputy County Manager on how to improve results and service delivery; identifying operational problems and developing solutions; leading and directing special County-wide operational and organizational studies/project; representing Human Resources in high level meetings with County management, the Board of Supervisors, and outside agencies; directing the overall preparation and administration of the department budget and fiscal matters. This is a one-incumbent position at the executive management level within the department and reports to the Deputy County Manager.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$41.07	\$50.11	\$59.15

## Likely Minimum Qualifications

- Bachelor's degree in human resources management, business administration, public administration or related field.
- Minimum of eight years of professional human resources experience including at least four years of supervisory or management experience in human resources.
- Master's degree in human resources, business administration, or public administration preferred.
- Other combinations of education and/or experience may be considered in substitution for the minimum qualifications.

## Working Titles

- Human Resources Deputy Director

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.