**Class Summary**

The responsibilities of this classification include serving as an expert advisor to the county Human Resources Director and other county leadership positions on human resources policy, strategic planning, and processes and procedures. Incumbents oversee politically sensitive, high-level projects with multiple complex components with county-wide or community effects. Positions assigned to this classification are also responsible for researching complex issues with no precedent requiring extensive analysis and recommending viable solutions. The recommendations made may require new legislation, affect major human resources programs, result in substantial expenditure to the County, or may significantly change the nature and scope of human resources operations for the County.

**Distinguishing Characteristics**

This is the second level in a two-level classification series. This classification is distinguished from Human Resources Policy Advisor I classification in that incumbents in this classification oversee the work of the Human Resources Policy Advisor I and act on behalf of the Human Resources Director.

**Note:** Positions are located in the Director’s Office of the Department of Human Resources.

**Examples of Duties**

1. Serve as a human resources expert and advisor on program, policy and system development needs to county leadership. Conceptualize, develop and implement strategies, systems, standards and plans for a wide variety of functions. Write and develop descriptive, narrative, statistical and analytical reports based on analysis of issues and data.
2. Develop and gain support for new or revised human resource policies, systems and strategies. Recommend and draft changes to County code and other laws and regulations to support changes.
3. Evaluate new legislation and translate into human resources goals and objectives. Advise on legislation at both the county and state level.
4. Research complex legal problems where no previous methodology or interpretation is available and identify appropriate courses of action. Collaborate with county leadership to plan arbitration or litigation, and receive feedback on the impacts of recommended approaches.
5. Direct and provide oversight to team(s) engaged in special studies and projects affecting departments or countywide programs, policies and processes.
6. Assist with department reorganizations or the creation of new departments based on legislation or other legal requirement. Assist management in planning, organizing, and implementing new staffing plans, department systems and processes, labor considerations and other issues that arise.
7. Act as a consultant to human resource professionals and executive management in addressing sensitive, or controversial employee relations issues. Prepare recommendations for executive management.
8. Testify before legislative committees, hearings, or at arbitrations as an expert witness.
9. Ensure the county is in compliance with all applicable labor and employment laws, and oversee implementation of changes due to changes in law.
10. Oversee and direct the work of Human Resource Policy Advisor I.
11. Perform other duties as assigned.

**Knowledge/Skills**

Advanced knowledge of human resource management theories, principles and best practices; knowledge of collective bargaining, contract administration, grievance managing and arbitration processes

Knowledge and skill in the application of organizational development theory and best practices; strategic planning; including resource and budget allocation and organizational and time management

Knowledge of principles and techniques of public sector management

Advanced skill in communicating effectively verbally and in writing

Advanced knowledge and ability to interpret, advise, explain and apply pertinent laws, rules, regulations, policies and guidelines

Advanced skill in oral communication, including making formal presentations to diverse audiences including executives, County officials, senior managers and committees with diverse opinions and considerations

Advanced skill in problem-solving, conflict resolution, decision making, and customer service

Advanced skill in written communication including effective brief, paper and technical report writing

Skill in business and organizational planning, coordination and execution

Skill in building consensus among individuals with conflicting view points and convincing others to take action

Skill in handling multiple competing priorities and sensitive situations

Skill in managing complex, highly visible and politically sensitive issues and projects

Skill in planning, organizing and project management

Skill in researching, gathering, analyzing and synthesizing data

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Master’s degree in public administration or related field and/or any combination of education and extensive human resources experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

|  |  |
| --- | --- |
| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Human Resources Policy Advisor I  Human Resources Policy Advisor II |
| **Class History** | 10/2018 - Created |