



## Assistant Director of Human Resources

**Department:** Human Resources  
**Job Class #:** 163000  
**Pay Range:** Executive 09

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** The Assistant Director of Human Resources develops and executes HR policy, programs and strategy that enable Pierce County to achieve its vision, mission and goals.

### **ESSENTIAL FUNCTIONS:**

- Create and implement HR systems, processes, programs and organizational designs that value employees, and advance the effective management of County operations.
- Generate and operationalize innovative ideas to improve workplace culture and employee experience.
- Apply the most appropriate HR models, technology, analytics, performance measures and industry best practices to ensure responsive, efficient and customer-focused HR services.
- Act as a Senior HR Consultant to leaders and managers in one or more areas of HR; respond quickly to management and executive requests for assistance and advice.
- Advise, assign and guide the work and decisions of a professional human resources management team;
- Provide timely and effective performance feedback, recognition, training and development opportunities to direct reports.
- Maintain current knowledge of employment and labor laws and collaborate with legal advisors and Risk Management division of Finance to balance risk and opportunities associated with decision-making.
- Act as the subject matter expert in one or more functional areas of Human Resources as assigned.
- Proactively engage, communicate with and collaborate with department heads, managers and supervisors to assess needs and increase buy-in and acceptance of new programs and practices.
- Collaborate and improve communication with County-wide HR Coordinators. Ensure consistent systems, processes and practices are adopted and followed.
- Deliver services within an assigned budget and develop or provide input to the departmental budget as required.
- Partner with the community, public and private organizations, educational institutions, and non-profits to develop programs that enhance the County's reputation as an employer and improve its ability to attract and retain talent.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Maintain effective communication and professional working relationships with county department heads, employees, labor partners and HR staff.
- Follow all applicable laws, rules, policies and procedures and ensure adherence by direct reports.

**WORK ENVIRONMENT:** The majority of essential functions are performed in an office environment, and may occur at external locations which require travel by car or air.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical demands include the ability to alternate between sitting and standing for extended periods of time (up to 8 hours); see, listen and

## **ASSISTANT DIRECTOR OF HUMAN RESOURCES**

### **Classification Description – Pierce County**

#### **Page 2**

speak for extended periods of time; and frequent movement within an office and training environment. Other physical and mental demands include occasional stooping, kneeling, climbing stairs, and pushing. Incumbents in this position must be able to reason, analyze and communicate effectively, both orally and in writing. Finger dexterity is required in order to use and operate a personal computer. Must be able to drive to various training sites and facilities.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Extensive Knowledge and Prior Work Experience:**

- The functional areas of human resources – including long-range human resources planning, workforce development, recruitment and selection, classification, compensation and rewards, benefits, equal employment opportunity, legal compliance, labor relations, employee communications, conflict resolution, performance management, training, skill and leadership development, termination of employment, rewards and recognition programs.
- Principles and practices of public sector human resources management
- Change management
- Conflict and dispute resolution strategies
- Leadership and team performance models
- Budget management
- Strategic program design and implementation
- Project management

**MINIMUM REQUIREMENTS TO APPLY:** A Bachelor's degree in human resources, public or business administration or related field and 10 years of progressively responsible work experience directly related to the duties of the position. A Master's degree in Organizational Development, Human Resources, Public Administration or a related field is desired. Prior experience working in a public sector human resources department at the Senior Manager level is preferred. Familiarity and working knowledge of NEOGOV recruitment platform, Workday HRIS, and/or other electronic workflow platforms is desired. Must be a self-directed, self-motivated leader who functions well within a diverse and fast-paced team of professionals.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license is required or the ability to otherwise meet the travel requirements of the position. Ability to successfully complete all required background investigations. Bi-lingual candidates are encouraged to apply.