

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**ASSISTANT TO THE DIRECTOR OF HUMAN RESOURCES**

**THE POSITION**

Under the general direction of the Director of Human Resources, provides senior level administrative, analytical, and management support within the Human Resources Department. Major responsibilities include managing City-wide Policies and procedures, developing and monitoring of the Human Resources operations budget, managing the Workers Compensation Process and COVID-19 Workplace Safety Program. The Assistant to the Director assignments often involve other City departments and outside governmental agencies. The incumbent serves as a representative of the Human Resources Department and may be assigned responsibilities that relate to the entire organization.

**DISTINGUISHING CHARACTERISTICS**

This job classification requires the incumbent to perform managerial and administrative work of a highly responsible nature. The person in the position is expected to perform analysis, prepare written and oral reports and presentations, exercise leadership, and establish working relationships with other groups and individuals. The work is performed under the general policy direction of the Director of Human Resources and is conducted in accordance with standards consistent with the profession.

**EXAMPLES OF DUTIES**

Manages City-wide policies and procedures, COVID-19 Workplace Safety Program, complex project studies, assists in the development and implementation of goals, objectives, policies and procedures; assists in the preparation and administration of department budgets; supervises work schedules, makes staff assignments; prepares complex administrative, statistical, and program studies and maintains records and reports relative to system operations; oversees acquisitions process including materials ordering; coordinates the processing of routine financial transactions including purchase orders, invoices, budget transfers and related items. Conducts meetings and makes presentations; functions as the Human Resources Department project manager for special projects as assigned; may represent the City and the Human Resources Department in the community and at professional meetings; assists in the coordination of human resources activities with other City departments and outside agencies; serves as the Acting Director of Human Resources as assigned; performs related duties as assigned.

JOB SPECIFICATION  
ASSISTANT TO THE DIRECTOR OF HUMAN RESOURCES (PAGE 2)

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Principles of management, principles and practices of organizational public administration; principles, methods and practices of municipal finance, grants, budgeting, accounting, training and employee development and principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.

**Ability to:** Analyze problems and propose solutions; communicate effectively in writing, orally, and with others to assimilate, understand, and convey information in a manner consistent with job functions; interpret and work in accordance with resolutions, and laws affecting the City; make sound decisions in a manner consistent with the essential job functions; work in a safe manner, following established City safety practices and procedures; maintain confidentiality regarding sensitive information; use initiative and independent judgment; organize own work, set priorities, meet critical deadlines, and follow-up on issues; and represent the City effectively in contacts with representatives of other agencies, City departments, and the public; work independently with only general supervision to meet performance goals; interpret and apply laws, rules, regulations and procedures relating to Human Resources operations, and grant programs; communicate clearly and concisely, both orally and in writing; conduct administrative research and analysis and write effective reports; review organizational, budgetary and administrative problems to develop solutions; conduct studies, surveys, analyze complex problems and data, evaluate alternatives, and make sound recommendations; confer with department managers on difficult management/administrative issues; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, attend work and perform duties on a regular and consistent basis.

**Experience:** Six years of demonstrable local government administrative and management experience.

**Education:** A Bachelor's Degree from an accredited college or university with major coursework in public or business administration, or related field. A Master's Degree in public administration or a related field is desirable

**License:** Possession of a valid Class C California Driver's License.