DEPARTMENT OF HUMAN RESOURCES

Director of Human Resources

Staffing
Program Assistant I/II/Sr
1.0 FTE

Assistant Director of Human Resources

Division A

Staff Development, Onboarding, & HRIS
Countywide training, onboarding / new hire orientation, and HR system management

Staffing
Human Resources Manager
0.75 FTE

Recruitment, Classification, & Compensation
Countywide recruitments, classification maintenance, and salary studies

Staffing
Human Resources Manager
0.25 FTE
Sr Human Resources Analyst
1.0 FTE
Human Resources Analyst I/II
2.0 FTE
Sr Human Resources Technician
1.0 FTE

Division B

Payroll Transaction Service & Position Control
Monthly processing of all payroll functions for new hires, transfers, promotions, and terminations

Staffing
Human Resources Manager
0.75 FTE
Sr Human Resources Technician
1.0 FTE
Human Resources Technician I/II
1.0 FTE

Employee Relations
Investigations, discipline, and other related employee matters

Staffing
Human Resources Manager
0.25 FTE
HR Investigator
1.0 FTE

Division C

Labor Relations
Negotiations, grievance proceedings, and management of collective bargaining agreements

Staffing
Human Resources Manager
1.0 FTE
Human Resources Technician I/II
1.0 FTE

Division D

Benefit & Leave Services
Health Insurance, COBRA, Deferred Comp, FMLA/CFRA, Disability & Compliance

Staffing
Human Resources Manager
1.0 FTE
Sr Human Resources Analyst
2.0 FTE (1.0 Unfunded)
Human Resources Technician I/II
2.0 FTE (1.0 Unfunded)

Office Support Services
Front desk reception, 311 assistance, new hire paperwork

Staffing
Human Resources Assistant I/II
1.0 FTE

Total FTE: 18
Unfunded: 2