

Summary of Duties Assists the General Manager Personnel Department in managing a personnel merit system and human resources program for the City of Los Angeles; plans, directs and coordinates the administration of a number of major human resources functions within the Personnel Department; acts for the General Manager Personnel Department in the latter's absence; and does related work.

Distinguishing Features : An Assistant General Manager Personnel Department is next in line of authority to the General Manager Personnel Department, assuming full responsibility in the latter's absence, representing the Department in public and assuming full executive responsibility for the management of the Department. A manager of this class exercises administrative and technical direction over the activities of several distinct human resources functions of major scope within the Personnel Department such as classification, examining, recruitment, personnel aspects of labor relations, equal employment opportunity and affirmative action programs, employee development, employee benefit administration and related services, worker's compensation, rehabilitation and occupational health and safety.

An Assistant General Manager Personnel Department is responsible for the adequacy and validity of technical practices of the Personnel Department and is required to exercise a high level of expert independent judgement in directing the resolution of highly complex personnel problems which may have major impact on City policies and procedures. Subject to the approval of the General Manager Personnel Department, an Assistant General Manager Personnel Department makes recommendations regarding establishing or implementing major policies and assists top-level managers and executives, the City Administrative Officer and elected officials of the City in formulating solutions to human resources and related problems. A manager of this class is accountable for the efficient management of a number of divisions within the department and the attainment of program goals and objectives.

Examples of Duties : Through subordinate division heads, plans, coordinates and directs the administration of several distinct human resources functions of major scope, such as classification, examining, recruitment, personnel aspects of labor relations, equal employment opportunity and affirmative action programs, employee development, employee benefit administration and related services, worker's compensation including rehabilitation, and occupational health, safety, and wellness programs; directs the development of Department policies, procedures and work programs to carry out the Department's functions of administering a personnel merit system and human resources program for the City of Los Angeles;

Assist the General Manager Personnel Department in formulating long range or major plans for the coordination and administering of the Personnel Department, providing expert guidance and technical assistance to City departments in establishing and administering their human resources programs and securing the cooperation and support of City officials, department heads, city employees, special interest groups and the community at large in the operation and maintenance of the merit system; represents the Personnel Department before the City Council and its committees and in meetings with top level executives and managers; assists the Mayor, City Administrative Officer and City department heads in formulating solutions to major human resources problems or those problems which are highly sensitive, confidential or controversial in nature;

Directs the preparation of reports and presents staff findings and recommendations to the Civil Service Commission, the City Council and its committees, City officials and officials and representatives of other governmental agencies;

Recommends changes in the Civil Service Commission Rules, Personnel Department Policies and the City Charter which will improve the operation of the merit system; addresses various groups on the operation of the merit system and related issues; acts for the General Manager Personnel Department in the latter's absence, and may occasionally be assigned to other duties for training purposes or meet technological changes or emergencies.

Qualifications : A good knowledge of the principles, objectives, practices and techniques of public personnel administration; a good knowledge of the principles and techniques of management and organization, including budgetary administration and control; a good knowledge of the organization, operation and administrative problems of the City of Los Angeles; a good knowledge of City Charter provisions, ordinances and City Attorney opinions related to personnel administration; a good knowledge of major personnel related developments and trends in the public service and in the private sector; a good knowledge of the types and variety of classes of positions in the City of Los Angeles; a good knowledge of the laws, regulations and court decisions related to equal employment opportunity, affirmative action, employee selection, grant-funded employment programs and workers' compensation; a good knowledge of the principles of human relations; the ability to plan, organize, coordinate and manage several major components of a comprehensive program of merit system personnel administration; the ability to exercise sound leadership, administrative and technical judgement, originality and initiative in recommending new or revised methods, procedures, programs and solutions to difficult or sensitive problems; the ability to develop recognition, confidence and support for the merit system and personnel-related programs and proposals and their objectives; the ability to present information and ideas or concepts clearly, logically, convincingly and effectively both orally and in writing; the ability to deal tactfully and effectively with public

officials, department heads, employees at all levels, representatives of other agencies, community and civic groups, employee organizations and the general public.

Two years of full time supervisory experience in a position at least at the level of Chief Personnel Analyst responsible for administering a department function having as its primary focus personnel administration, legislative or administrative analysis or administrative staff work is required for Assistant General Manager Personnel Department.

Appointment to positions in this class is subject to a one-year probationary period as provided in Section 109 of the City Charter.

License: A valid California driver's license and a good driving record may be required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations be capable of performing the duties, some of the positions in this class, such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.