

POSITION DESCRIPTION

Human Resources Office Deputy Director of Human Resources

INTRODUCTION

The Deputy Director of Human Resources is responsible for supporting the Director of Human Resources in the development and implementation of the organization's strategic human resource function. The Deputy Director will partner with the Director to establish the human resource vision, manage to results, and lead change by ensuring that the human resource management plans, programs and practices productively support SFA's objectives and that they are responsive to the needs of the workforce. The Deputy Director will be an expert in federal government human resources, and ensure that the programs and activities of SFA Human Resources are exercised within the flexibilities of the performance-based organization.

MAJOR DUTIES AND RESPONSIBILITIES

The Deputy Director of Human Resources, in partnership with the Director, leads the development of human resource management strategies and plans to ensure that the current and future needs of the organization and its workforce are addressed with effective human resource solutions. It is the role of the Deputy Director to ensure that these strategies and plans are within the parameters and flexibilities of the PBO legislation.

The Deputy Director provides direction, guidance, and management of HR program and process development initiatives in order to establish and maintain alignment with the HR strategy. These initiatives include Recruitment and Selection, Compensation and Recognition, Performance Management, Employee Development (Competency Definition), Career Management, Labor Relations, Employee Communications and Change Management, Succession Planning, and Retirement and Reinstatement efforts.

The Deputy Director provides leadership for organization-wide change management and organizational development initiatives that may be required to reposition SFA to fulfill its Performance-Based Organization (PBO) mandate.

The Deputy Director assists the Director in coordinating and conferring with internal/external officials and management to continually assess the business, technical, and workforce (Union relations) landscape that HR supports, where such assessment is necessary as SFA forges new ground as the first PBO. He/She leverages the results of the coordination activities to continually reevaluate and shape human resource programs.

He/She establishes and maintains effective working relationships with SFA management, partners, and vendors to establish and ensure HR is positioned as a valued partner in the leadership of the organization.

The Deputy Director supports the day-to-day management of the human resource function to achieve its operational objectives and to continue to evolve its capabilities in correspondence with the demands placed on it by a changing SFA organization.

He/She directs staff, or facilitates cross-organizational teaming to manage the operational aspects of the planning, development, and implementation of initiatives, programs, projects, policies, procedures, standards, activities, and/or tasks as relative to performance measurement and Five Year Plan activities. He/She prioritizes, assigns, reviews, and approves work as relative to performance measurement and the Five Year Plan. The Deputy Director ensures work quality and acceptability and the successful achievement of deadlines and milestones.

He/She serves as the HR representative for activities related to both internal and external entities, including interagency panels and committees. He/She participates on Department of Education and/or SFA task forces, or committees relative to human resources or an impact on the SFA workforce. He/She provides a point-of-contact for external or internal inquiries regarding SFA's human resources programs. When acting as the representative for human resources and when assigned to a panel or committee, the Deputy Director has authority to speak for SFA HR and related matters.

The Deputy Director ensure that the tracking and monitoring of performance reports regarding human resources are complete and accurate. He/She directs the planning, development, and implementation of reporting mechanisms to track the status and results of human resources programs. He/She manages the production of, or produces interim performance reports as applicable.

He/She provides management review of programs/projects and program/project performance relative to human resources, to ensure their success and value in supporting the mission of SFA HR. The Deputy Director recommends changes, improvements, or elimination to/of programs or projects as necessary to ensure successful human resource management and long range planning SFA-wide.

The Deputy Director monitors relevant legislation and regulations for impact on human resources development and management activities. He/She applies current awareness of emerging trends and developments as relative to human resources development and maintenance, when managing and directing day-to-day operations.

He/She promotes the use of formal techniques to accurately capture the business input of the Channels, Functional Areas, and Enterprise Services that will drive the scope of human resources activities.

He/She promotes the identification and use of *best in business* human resources practices (Government or industry). The Deputy Director stays abreast of state-of-the-art activities related to human resources and long range planning through elements such as personal study, or contacts with other organizations in Government or industry. He/She promotes benchmarking to ensure the effectiveness of human resources in terms of contributing to SFA core goals of increasing customer satisfaction, decreased unit costs, and increasing employee satisfaction. He/She makes and supports recommendations to continually improve human resource development and management activities.

The Deputy Director performs the full range of managerial responsibilities, assuming and exercising leadership responsibility for human resources activities, especially in the absence of the Director. He/She supervises subordinates including managers/supervisors who are responsible for a wide range of technical, analytical, and administrative functions as relative to human resources. He/She performs other business, technical, or special assignments as may be required by SFA management.

SUPERVISION AND GUIDANCE RECEIVED

The Deputy Director of Human Resources reports directly to the Director of Human Resources who provides broad guidance in terms of SFA goals, policy considerations, scope and objectives, and the relationships with other organizations inside or outside SFA. His/Her work is evaluated in terms of overall effectiveness, accomplishments, and responsiveness as relative to the mission, goals, objectives, and policies of Human Resources, SFA, the Secretary, and the Administration. The work of the Deputy Director is guided by: 1) relevant legislation, regulations, and policies, and 2) the mission and goals of SFA and Human Resources. The Deputy Director of Human Resources exercises independent judgement in the absence of the Director of Human Resources and is expected to keep the COO Management Team informed of any major controversial/sensitive developments or trends.

SUPERVISION EXERCISED

The Deputy Director of Human Resources performs the full range of management and supervisory responsibilities for staff or teams working on human resources programs and projects through subordinate managers/supervisors. The Deputy Director of Human Resources assumes and exercises leadership and managerial responsibility for ensuring equal opportunity as relative to the employment, development, advancement, and treatment of employees directly and indirectly managed or supervised.