

**Name of position:** Assistant Director of Human Resources

**Name of organization:** Placer County

**Salary range:** \$70.10 - \$87.56/hour; \$12,150.67 - \$15,177.07/month; \$145,808.00 - \$182,124.80/year

**Employment Type:** Full Time/Permanent

**Application due date:** 1/14/2022 @ 5pm

**Job description:**

<https://www.jobapscloud.com/Placer/sup/bulpreview.asp?R1=2021&R2=11759&R3=02>

**Contact information:** Jenny Junkins, Administrative Technician [jjunkins@placer.ca.gov](mailto:jjunkins@placer.ca.gov)

**Description:**

Placer County is currently accepting applications for Assistant Director of Human Resources.

As the Assistant Director of Human Resources, you will assist the Human Resources Director in the administration and coordination of the work of the Human Resources Department, act for the Director in their absence or as designated, and perform related work as required.

To apply for this exciting career opportunity please visit Placer County at [www.JobsAtPlacerCounty.com](http://www.JobsAtPlacerCounty.com). All applications must be received by the final filing deadline of 1/14/2022 at 5pm PST.

**Experience:** Five years of increasingly responsible experience in public sector human resources administration, including four years of administrative and management responsibility at the senior or executive leadership role.

**Training:** Equivalent to a bachelor's degree from an accredited college or university with major course work in business, public or personnel administration, or a related field. A master's in human resources, business or public administration, organizational development, or other related field preferred. Professional certification in human resources is desirable.

*NOTE: Relevant, equivalent experience (performing the same or similar job requiring similar knowledge, skills, and abilities) may be substituted for the required education as determined by the Human Resources Department. Applicants receiving their degree outside the United States must submit proof of accreditation by a recognized evaluation agency.*