



HUMAN RESOURCES DIRECTOR

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

To Plan, direct and review the development, implementation and administration of the City's personnel management programs; to provide highly responsible and complex administrative support to the City Manager, Department Heads, City Council and Civil Service Commission; and to d related work as required. This is an at-will position and not part of the Civil Service System.

SUPERVISION RECEIVED/EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over management, professional, technical and clerical staff.

ESSENTIAL FUNCTIONS *(Include, but are not limited to the following)*

- Administer and direct a comprehensive personnel program; formulate, recommend and implement policies and procedures, goals, objectives and priorities in carrying out the program; administer all provision of the personnel system; consult with and advise management and the City Manager.
- Manage and implement the City's personnel management programs.
- Conduct or represent the City in appeals, hearings, and other personnel matters.
- Calendar items and prepare agendas for the Civil Service Commission and provide follow-up to the City departments.
- Plan, organize and maintain major personnel management programs including classification compensation, benefits, personnel selection, affirmative action, Workers' Compensation, safety administration, training, wellness and organizational development.
- Work with City Management in all support of labor relations activities including grievance and contract discussions as directed by the City Manager.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Coordinate Department activities with internal customers and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Make presentation before the City Council, Civil Service Commission and other boards, commissions and community organizations as required.
- Supervise and participate in the development and administration of the Department budget; direct and forecast of additional funds needed for staffing, city-wide benefits, equipment, materials and supplies; monitor and approve expenditures.
- Plan, organize and direct the development and maintenance of the City's computerized Employee Management Information System.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

KNOWLEDGE/ABILITIES/SKILLS

(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)

Knowledge of

- Principles and practices of public personnel, training and organization development.
- Applicable federal, state and local laws, regulations, ordinances and policies.
- Office filing systems.
- Principles and practices of organization, administration and budget management.

Ability to

- Supervise, plan, assign and evaluate the work of assigned staff.
- Deal instructively with conflict and develop a consensus.
- Communicate clearly and concisely, both orally and in writing; make effective public presentations.
- Follow directions, both general and specific.
- Use software applications such as Word, WordPerfect, Excel, Outlook, Access.
- Understand, follow, interpret and apply personnel rules and regulations.
- Prepare complex and accurate reports.
- Prepare and administer a budget.
- Establish effective working relationships with officials, employees and the general public.

Skill to

QUALIFICATIONS

(The following are minimal qualifications necessary for entry into the classification)

Education and/or Experience

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be

- Education equivalent to a Bachelor's degree from an accredited college or university with major study in public, personnel, or business administration or a related field.
- Five years of progressively responsible experience in all phases of a public personnel management program, including two years in a supervisory capacity.

License/Certificate

Possession of a valid driver's license

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

- Ability to bend stoop or crouch to retrieve files and storage material
- Ability to deal calmly with irate citizens, employees and vendors.
- Ability to work in a standard office environment; and work some extended or irregular hours.

D805
HUMAN RESOURCES DIRECTOR
DEPARTMENT HEAD
EXEMPT
REVISED: JANUARY 18, 2001