

HUMAN RESOURCES DIRECTOR

DEFINITION

To plan, organize, direct the City's Human Resources Department services in the areas of recruitment and selection, classification and compensation, employee and labor relations including collective bargaining, organizational and employee development, policy development and administration, benefits, legal compliance, and risk management; provides expert professional assistance to City Executives and departmental management in areas of responsibility; to coordinate assigned activities with other departments, outside agencies, and the community. This position is at-will and reports to the Assistant City Manager or Chief Financial Officer.

DISTINGUISHING CHARACTERISTICS

The Director of Human Resources is a department head responsible for directing the activities of the Department of Human Resources. The incumbent exercises considerable judgment and discretion in the administration and direction of the department and its operations. This is an unclassified position in which the incumbent serves at the will of the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from an Assistant City Manager.

Exercises direct supervision over assigned management, supervisory, professional, technical, and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Direct and evaluate the City's human resources administration activities including recruitment and selection, classification and compensation, benefits, employee and labor relations, organizational and employee development, training, and risk management.

Serves as the City's Labor Relations Officer; may serve as Chief Negotiator during collective bargaining and meet and confer sessions.

Supports the development and implementation of organizational development programs including team building, training, recognition and succession planning programs.

Directs and supports City's risk management program including safety, liability and worker's compensation.

In coordination with City Attorney's office, analyzes and implements legislation and legal matters that impact City operations to ensure compliance.

Explain and interpret Human Resources Department programs, policies, and activities, including negotiating and resolving sensitive human resources issues.

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.

Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to an Assistant City Manager; prepare and present staff reports and other necessary correspondence.

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.

Direct the preparation and administration of the Human Resources budget; direct the forecast of additional funds needed for staffing, equipment, materials supplies and services; monitor and approve expenditures.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Represent the department to City Council, Personnel Board, outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Ensure the City's Core Competencies of "Focus on People", "Build Trust", "Ensure Accountability", "Communicate effectively", "Collaborate Inclusively" and "Make Quality Decisions" are integrated into the workplace; model the City's Core Competencies in all interactions with the workforce and the community.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of human resources operations, including recruitment/selection, classification/compensation, employee relations/labor relations, risk management, employee training, workers' compensation, and employee benefits administration.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration and human resource management.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Ability to:

Plan, direct and implement a comprehensive Human Resources program.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Develop and implement department policies and procedures.

Gain cooperation through discussion and persuasion.

Successfully develop and administer departmental budget and expenditures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply human resources and City policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Seven years of increasingly responsible experience in human resource management, including three years of administrative and management responsibility preferably in the public sector.

AND

Training:

A Bachelor's degree from an accredited college or university preferably with major course work in human resources, public administration, organizational development, business administration or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

05-01-18

08-25-12

02-25-05

07-01-04

02-25-03 Human Resources Director

07-01-01 Human Resources Manager

01-14-99 Senior Human Resources Analyst