

DIRECTOR OF HUMAN RESOURCES

DEFINITION

Under administrative direction to plan, organize, direct and coordinate the employment, labor relations, training, personnel records maintenance and risk management functions of the City; to maintain Citywide personnel policies and regulations, and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is the Department Head position for overseeing the City's personnel, labor relations and risk management, as well as providing staff support for the Civil Service Commission. All Department work is directed and coordinated by this position. This position reports to the City Administrator.

EXAMPLES OF DUTIES

Plans, organizes, directs and coordinates the City's personnel, labor relations and risk management functions; oversees recruitment and selection, classification, compensation, equal employment opportunity and personnel, risk management and workers compensation maintenance functions; provides technical staff support, information and assistance to the Civil Service Commission, City Council, City Administrator and City Department Heads; monitors Federal and State legislation and ensures compliance; conducts investigations related to grievances, claims of harassment, discrimination, and related subjects; participates in meet and confer and negotiation processes with bargaining units and employee representatives; attends and participates in settlement conferences and hearings; makes decisions concerning claims settlement and the advisability of pursuing litigation in unsettled claims; develops, recommends, maintains and ensures proper administration and notification of personnel and risk management policies and actions; provides general liability and workers' compensation claims management; monitors risk identification through the citywide risk management program; participates in meetings and the preparation of proposals; has responsibility for final implementation of MOU'S, prepares and/or directs the preparation of opinion, salary and benefit studies, resolutions, ordinances, staff and agenda reports; organizes and analyzes results of total compensation studies; supervises and reviews benefits administration and employee assistance program, including enhancement and cost saving measures; meets with benefits providers to discuss rates and other changes;

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EXAMPLES OF DUTIES (cont.)

develops internal and interagency employee training programs; directs collection of equal opportunity statistics and preparation of reports; serves as staff for the Civil Service Commission; attends City Council and Civil Service Commission meetings; develops and administers a department budget; oversees selection, supervision, evaluation, and job development of departmental staff; develops plans for improving department services; represents department functions with citizens, community organizations and other governmental agencies; represents assigned functions with City staff and other governmental agencies as delegated.

Employment Standards

Knowledge of:

- Modern principles, practices and techniques of public personnel and risk management administration.
- Principles of personnel management, public administration and risk management.
- Employee recruitment, selection and equal opportunity employment.
- General liability and loss prevention control.
- Workers' compensation laws.
- Principles of public agency labor relations.
- Applicable City, County, State and Federal laws, codes, and regulations affecting public agency personnel and labor relations.
- Employee development and training.
- Functions and responsibilities of a Civil Service Commission.
- Budget development, preparation and administration.
- Research methods and procedures.

Ability to:

- Plan, organize, coordinate and direct the City's employment, employee relations and risk management functions.
- Coordinate administration of employee grievance processes and disciplinary actions.
- Provide supervision, training and work evaluation for staff.
- Prepare a variety of clear and concise reports, studies, presentations and recommendations.
- Formulate, implement and evaluate personnel, labor relations and risk management systems and procedures.

- Interpret, explain, apply and enforce a variety of laws, rules and regulations.
- Serve as an advisor to the City Council, City Administrator and other boards and commissions.
- Develop and implement equal employment opportunity programs.
- Prepare and administer the department budget and fiscal controls.
- Research, collect and analyze information related to personnel and risk management administrative functions.
- Effectively represent the City's Human Resources department with concerned individuals, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

And

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in public personnel, labor relations or risk management administration or closely related field. A Master's Degree is desirable.

Work Background: Five years of progressively responsible and varied professional experience in public personnel and labor relations administration or risk management, including three years of experience in a supervisory, managerial or administrative position.

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