

HUMAN RESOURCES DIRECTOR
(UNCLASSIFIED)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Plans, directs, supervises, and coordinates personnel programs, functions, and activities; provides administrative and technical staff assistance to the City Manager and City Council; and performs related duties as assigned.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Plans, organizes, and directs the Human Resources Department activities in compensation, benefits, employer/employee relations, labor relations and negotiations, recruitment and selection, classification, equal employment opportunity, risk management, liability, workers' compensation, safety, training, and employee and organizational development; manage employees through other supervisors; set goals and objectives; select and motivate staff; assess performance and make salary recommendations; develop and recommend department policies and procedures and direct their implementation; direct the preparation and administration of the recommended departmental work program and annual budget; plan and administer a program of effective human resources practices and procedures, advising management and employees in their interpretation; represent the City in contract negotiations with representative employee bargaining units; administer management and employees in their interpretation; provide professional staff support to departments, including interpretations of laws, contracts, rules, regulations and policies related to personnel programs; supervise the management of the equal employment opportunity policies; review the City's personnel practices and procedures for compliance with federal and state laws and regulations; coordinate personnel related activities with other City departments and divisions, and with outside agencies; facilitate employee and organizational development through the implementation and administration of programs and processes consistent with the vision, goals, and objectives of the City Manager and City Council, to meet the needs of the City and of the employees.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and methods of public administration.
- Principles and methods of supervision and management.
- Federal, state, and local governmental agency policies, procedures, and laws affecting municipal personnel administration.
- Labor management negotiating techniques and applicable federal and state laws.

- Principles and practices of personnel administration, including employment, benefits, classification and compensation, employee/employer relations, safety, training, labor relations/negotiations, and employee and organizational development.
- Principles and practices of risk management and workers' compensation, including liability insurance, risk assessment, workers' compensation laws and practices and managing overall risk to the City.

Ability to:

- Plan, organize and direct the program and activities of a human resources department.
- Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations.
- Exercise independent judgment in the solution of sensitive and complex employee relations and personnel problems.
- Elicit support for new personnel programs from other members of the management team and direct their effective implementation.
- Prepare and effectively present comprehensive reports and recommendations verbally and in writing.
- Negotiate various contracts including labor agreements, insurance coverage, medical care and workers' compensation claims management.
- Develop and maintain effective working relationships with other employees, City officials, and other governmental jurisdictions, and the general public.
- Supervise, train and evaluate staff.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Work well under pressure to meet deadlines.

Experience and Training Qualifications

Experience: Five years of increasingly responsible experience in the areas of personnel management or related experience, including a minimum of three years supervisory experience.

Training: A Bachelor's degree, with major course work in personnel management, public administration, business administration, or a related field. A Master's degree is highly desirable.

License: A current, valid, California driver's license.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information; keyboarding and extensive use of computers for research, document preparation, etc.