

**City of San Rafael
Job Class Specification**

Job Title: Director of Human Resources

SUMMARY

The Director of Human Resources is responsible for directing and administering the following functions: employee relations, labor contract negotiation; recruitment, selection, promotion, classification and compensation; employee development and succession planning; employee benefits and services; workers' compensation, risk management; and central personnel records and files for the City.

SUPERVISION

This position reports to the Assistant City Manager and supervises the Human Resources staff. As a member of the Senior Management Group, the HR Director participates in organizational, and operational planning on a City-wide basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES: may include, but are not limited to, the following:

- Develops and maintains equitable and competitive classification and compensation programs, including fringe benefits within the City budgetary parameters.
- Develops and administers recruitment, selection and promotion programs to meet departmental needs.
- Develops and administers employee development programs for the purpose of upgrading employee performance; facilitating internal promotion and providing individual career growth; develops City employee training program.
- Develops and administers loss prevention programs in order to minimize personal and City losses due to general liability, vehicle liability and work related injury or illness; works with City Attorney's office when workers' compensation cases are litigated; oversees benefit insurance procurement and City participation in insurance pools.
- Oversees safety and loss committee to review loss claims and recommend corrective action.
- Develops and administers employee benefit programs for City employees. Serves as the liaison with claims administrators, brokers, and insurance companies.
- Maintains and provides data in organized central personnel files which meet local, state, and federal record keeping requirements.
- Achieves and maintains mutually beneficial management- employee relations, including successful labor memorandum negotiation and day to day administration of working relationships with employee associations and unions.
- In collaboration with the Assistant City Manager, heads the City's labor relations negotiating team and administers resulting agreements with labor organizations programs in a productive and positive manner.
- Oversees the administration of recognition, awards and employee communication programs working closely with employee committees.
- Performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS:

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities, which would typically be acquired through:

- A college degree in human resources management, industrial relations, or business or public administration. A Master's Degree in public administration or public policy is preferred.

and

- At least five years experience in a human resource function in either business or government, particularly recruitment, training, and employer- employee negotiations as chief negotiator with at least three years experience at a supervisory level.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to demonstrate effective negotiation skills capable of developing, gaining approval of and representing the position of management in the conduct of formal employer-employee relations in a unionized environment.
- Knowledge of State & Federal laws and regulations pertaining to Human Resources and Risk Management.
- Demonstrated ability to manage and direct programs.
- Demonstrated ability to recruit management and difficult to fill positions.
- Knowledge of effective customer service best practices.
- Ability to identify and to analyze relevant organizations, staffing and management development needs.
- Ability to communicate effectively with others and to build consensus.
- Ability to operate assigned equipment.
- Ability to operate in an ethical and professional manner.
- Ability to make sound decisions in a manner consistent with the essential job functions, to be a good listener, team leader and player.
- Ability to create partnerships with other departments by providing professional advice and guidance.
- Skill to be dedicated to leadership, teamwork and employees.

SPECIAL REQUIREMENTS:

- Possession of a valid California Driver's License

WORKING CONDITIONS:

Work in an office environment; sustained posture in a seated position for prolonged periods of time.

FLSA Status: Exempt
Prepared By: HR Department
Prepared Date: January 23, 2007
Approved By: City of San Rafael
Approved Date: Approved Feb. 5, 2007