Director of Human Resources

Summary
Plan, organize, manage, and direct the activities and operations of the Human Resources Department including recruitment, examination and selection, classification and compensation, employer compliance, employment data and records, employee and labor relations, benefits administration, workers’ compensation, and workplace safety; to coordinate assigned activities with other departments and outside agencies; serve as the City Equal Opportunity Officer; and to provide highly responsible and complex administrative support to the City Manager.

Class Characteristics
Administrative direction is provided by the City Manager; responsibilities include the direct supervision of professional, technical, and administrative support personnel.

Essential Duties, Skills, and Demands of the Position
The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:
Develop, plan and implement Human Resources Department goals and objectives; recommend and administer policies and procedures.

Coordinate Human Resources Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Serve as the City Equal Opportunity Officer and, in conjunction with the City operating departments and under the general direction of the City Manager, ensure the spirit and intent of the Equal Employment Opportunity Plan is carried out.

Direct, oversee and participate in the development of the Human Resources Department work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Human Resources Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

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.

Identify, interpret and apply legal requirements and government regulations affecting human resource functions, and ensure policies, procedures, and reporting are in compliance.
Direct the administration of the recruitment, examination, and selection of personnel.

Direct the maintenance and administration of the classification and compensation program.

Direct the administration of the City’s benefits programs including the California Public Employees’ Retirement System (CalPERS) program, workers’ compensation, unemployment insurance, health, dental, vision, and other benefit programs.

Represent the City in labor negotiations, or serve on the City’s negotiating team and ensure the proper implementation of Memorandums of Understanding and Compensation Plans.

Administer and serve as a resource for the City’s Safety Program including the Injury and Illness Prevention Program.

Provide technical expertise and assistance to employees, supervisors, and managers on employee performance, discipline, supervision, and grievances.

Investigate complaints and recommend appropriate action.

Advise, confer, and counsel employees, supervisors, and managers in the handling of interpersonal relationships, conflict resolution, and consensus building.

Assist in the mediation and resolution of workplace conflicts.

Direct the development and administration of employee training and development programs.

Supervise the processing of personnel transactions and the maintenance of appropriate employment data and records.

Direct the administration of the City’s employee performance evaluation system.

Represent the Department to 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.

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

Perform related duties as assigned.

Skills/Abilities:
Plan, manage, and direct the administration and operations of the Human Resources Department.

Prepare and administer department budget.

Develop and implement department policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply City and department policies, procedures, rules and regulations.

Interpret and apply a variety of human resources rules, laws, and policies; develop recommendations for human resources rules and policies.

Negotiate effectively with varied labor organizations.

Facilitate communication between all parties and keep in balance the best interest of all.

Listen, understand, and assist others to resolve organizational and interpersonal problems.

Exercise sound, thoughtful, and excellent judgment.

Resolve and/or mediate conflict.

Manage effectively under pressure and with competing demands.

Define problems, collect data, establish facts, and draw valid conclusions.

Continuously improve upon work procedures, practices, and methods.

Organize, prioritize, and direct a number of complex work projects.

Communicate effectively both verbally and in writing.

Effectively present information to the City Manager, other department directors, and the City Council.

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

**Physical Demands and Work Environment:**
While performing the duties of this job, the employee is regularly required to sit; use the computer keyboard and mouse, use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell; stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually moderate.

**Qualifications**

Knowledge of:

- Principles and practices of public administration, including recruitment, classification, compensation, labor/employee relations, training and development, and benefits administration.

- Human resource policies, rules, and regulations; laws, rules, and regulations affecting human resource administration and employment procedures.

- Procedures and issues involved in administering benefit programs including workers’ compensation, the California Public Employee Retirement System, and other benefit programs.
Individual and organizational behavior, motivation, and theories of current management practices.

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

Organizational and management practices as applied to the analysis and evaluation of human resources programs and practices.

Principles and practices of budget preparation and administration.

Principles and practices of supervision, training and personnel management.

Modern office procedures and computer.

Principles and practices of customer service.

Education and Experience

Education:
A Bachelor’s degree in public or business administration, human resources, public administration or a related field is required. A Master’s degree is highly desirable.

Certifications/Licenses:
A minimum of five (5) years of progressively responsible, professional public sector experience in human resources administration, and at least three (3) year’s experience in a supervisory capacity is required. Direct experience working with local government labor relations and experience with sworn public safety is highly desirable.

Other Requirements:
Possession of a valid California Class C driver’s license.

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Re-established: 02/24/14 - Resolution # 2014-030 N.C.S.
Abolished: 01/24/05 - Resolution # 2005-014 N.C.S.
Established: On or before 03/90
Department: Human Resources
FLSA Status: Exempt