

DIRECTOR OF HUMAN RESOURCES

At Will

Salary Range: 32 (Management Salary Schedule)

DEFINITION

Plans, directs, manages, and evaluates the activities, programs, and staff of the Human Resources Department, including recruitment and selection, classification and compensation, employee and labor relations, employee benefits and leave administration, policy development and administration, organizational and employee development, training, legal compliance, and Workers' Compensation; provides expert professional assistance to managers, Department Directors, and the City Manager; establishes department goals, objectives, policies, procedures, and work standards; exercises direct supervision over administrative and professional staff; coordinates projects to ensure compliance with federal, state, and local regulations.

DISTINGUISHING CHARACTERISTICS

This is a single-position executive management classification with overall responsibility for planning, directing, managing, and evaluating the activities, programs, and staff of the Human Resources Department. The incumbent is appointed by and serves at the will of the City Manager.

SUPERVISION RECEIVED AND EXERCISED

The incumbent reports to the City Manager and is responsible for providing direct and indirect supervision over management, supervisory, professional, technical and/or administrative support personnel within the Department.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Direct, manage, and evaluate the activities, programs, and staff of the Human Resources Department, including recruitment and selection, classification and compensation, employee and labor relations, employee benefits and leaves administration, policy development, training, organizational and employee development, and administration of the City's Equal Opportunity Program.
- Plan, develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the Human Resources Department.
- 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.
- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager; represent the department before the City Council, outside groups and organizations, participate in outside community and professional groups.
- Provide professional assistance to City supervisors, managers, department directors, and the City Manager in Human Resource matters.
- Direct and manage City's employee and labor relations with recognized bargaining units; respond to employee grievances; may serve as the Chief Negotiator during collective bargaining and meet and confer sessions.

- Develop, plan, organize and implement organizational and employee development programs including training, team building, recognition and succession planning programs.
- In coordination with the City Attorney's Office, monitor legal and legislative developments regarding human resource management, analyze and interpret laws and regulations, develop and update human resources rules, policies and procedures to ensure compliance with applicable laws and regulations.
- Plan, organize, direct, supervise, and evaluate the activities of managers, supervisors, professional, technical and/or administrative support staff in the Human Resources Department.
- Administer group benefit programs, insurance and retirement programs such as the Employee Assistance Program, deferred compensation, unemployment insurance, and the California Public Employees Retirement System; oversee third party administration of the City's workers' compensation program.
- Manage, administer and implement programs, policies and practices pertaining to employee leaves of absence and workplace accommodations in accordance with the Americans with Disabilities Act, Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, Paid Family Leave and other related laws.
- Oversee, manage and evaluate recruitment and classification for the City; oversee and evaluate classification and salary studies, and revision or creation of job specifications.
- Provide assistance to supervisors, managers Department Directors and the City Manager with disciplinary and performance management matters.
- Investigate complaints of unlawful discrimination, harassment, and retaliation, and/or oversee such investigations by outside entities in accordance with City policy and applicable laws.
- Select, train, motivate and evaluate personnel; plan, organize, direct, supervise, and evaluate the activities of professional, technical and administrative staff in the Human Resources Department.
- Direct the preparation and administration of the department budget. Advise the City Manager regarding appropriate service and staffing levels; allocate resources accordingly.
- Research and prepare technical and administrative reports and studies; prepare and maintain a variety of records, reports and correspondence.
- Build and maintain positive working relationships with co-workers, other City employees, City officials, and the public using principles of good customer service.
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of public human resources administration, including recruitment, selection, classification, compensation, payroll, employee and labor relations, benefits, workers compensation, training, organizational and employee development, leaves of absence, accommodation and interactive processes.
- 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.
- Public sector collective bargaining/negotiations process.
- Principles and practices of performance management and public employee discipline.
- Principles and practices for conducting workplace investigations.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- English usage, spelling, grammar, and punctuation.
- Modern office practices and technology including personal computer hardware and software.
- Safe work practices.

Ability to:

- Plan, direct, manage, evaluate and evaluate the activities, programs, and staff of the Human Resources Department.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards.
- On a continuous basis, analyze budget and technical reports; draft, interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance, motivate, train and evaluate staff; explain and interpret policy.
- Analyze complex problems, identify and evaluate alternatives, and make sound recommendations related to department activities.
- Gain cooperation through discussion and persuasion.
- Develop, control and administer departmental budget and expenditures.
- Interpret and apply City code, policies, procedures, rules and regulations, and ensure program compliance with applicable federal, state and local laws.
- Coordinate department activities with other City departments, outside agencies and organizations.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain a high level of communication, cooperation and understanding among all levels of City staff with regard to human resources policies and programs.
- Interpret and administer labor relations agreements effectively and efficiently.
- Select, train, motivate and evaluate staff
- Use computer technology and applications in the performance of daily activities
- Attend, represent the department, and make presentations at Council, interagency committees, and other meetings.
- Utilize discretion in the handling and disclosure of confidential information.
- Establish and maintain effective working relationships with those contacted in the course of the work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties
- Use computer technology and applications in the performance of daily activities.

Minimum Qualifications

A typical way of gaining the knowledge and skills outlined above is:

Training: A bachelor's degree with major course work from an accredited college or university in human resources management, public or business administration, organizational development, industrial psychology, or a closely related field and

Experience: Seven (7) years of increasingly responsible, professional experience in human resources, including at least four (4) years in a supervisory or management position.

GENERAL QUALIFICATIONS**License Requirements**

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements

The incumbent appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and carry computer and other equipment, reports and records that typically weigh less than 10 pounds; may move heavy and/or awkward objects to gain access to computer networks.

Working Conditions

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends and holidays, and participates in afterhours on-call assignments.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: May 2019