



Human Resources Director

Definition

To plan, organize, direct, and coordinate the activities of the Human Resources division including personnel and risk management; to coordinate Human Resources division activities with other divisions and departments.

Class Characteristics

The Director level recognizes positions that provide full line and functional management responsibility for a major administrative division.

Supervision Received and Exercised

Receives general direction from executive management.

Exercises direct supervision over assigned clerical, professional, and supervisory personnel.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Develop, plan and implement Division goals and objectives; recommend and administer policies and procedures.

Assist in the development and implementation of City administrative goals, objectives, policies and procedures.

Plan, manage, direct, and organize human resources and code enforcement, risk management activities including recruitment/selection, classification, pay, benefits administration, training and development, labor/employee relations, personnel records, equal employment opportunity/affirmative action, risk management, safety and health, and Workers' Compensation.

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

Coordinate Division activities with those of other divisions, departments, and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.

Prepare or supervise the preparation of the Human Resources division budget; implement budget; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Represent the Division to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as needed.

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

Perform related duties as assigned.

Qualifications

Knowledge of:

Principles and practices of public human resources administration, including methods and techniques used in recruitment/selection, classification, pay, training, safety, and affirmative action.

Principles and practice of labor/management relations.

Principles and practices of risk management.

Principles and practices of policy development and implementation.

Principles and practices of business correspondence and report writing.

Pertinent local, State and Federal laws, rules and regulations.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize, direct and implement a comprehensive human resource program, including risk management.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know and interpret laws, regulations, and codes; observe performance and evaluate staff; problem solve division related issues; remember various personnel rules; and explain and interpret policy.

On a continuous basis, sit at a desk and in meeting for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and to communicate through written means.

Prepare and administer a budget.

Analyze problems, identify alternative solutions, project consequences of proposed action, and implement recommendation in support of goals.

Supervise, train and evaluate personnel.

Interpret and explain City and division policies and procedures and various memoranda of understanding.

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

Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resource, business, or public administration or a related field.

Seven years of increasingly responsible experience in public human resources administration, including two years of administrative experience.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license.

FLSA: Exempt
Est. 1/1995
Rev. 9/1996