

## **DIRECTOR OF HUMAN RESOURCES**

*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.*

### **SUMMARY DESCRIPTION**

Under general administrative direction, plans, directs, manages and oversees the activities and operations of the Human Resources Department, including employee/labor relations, recruitment and selection, job analysis and classification, compensation and benefits administration, employee development, discipline, negotiations and administration of bargaining unit agreements; and risk management operations, including the liability, property, and workers' compensation programs; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the Deputy City Manager.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume full management responsibility for all Human Resources Department services and activities; manage the development and implementation of department goals, objectives and priorities for each assigned service area; recommend and administer policies and procedures.
2. Direct recruitment and selection activities; direct equal employment process for protected groups, including the disabled.
3. Serve as the head of the City's negotiating team and administers memoranda of understanding after agreements are reached.
4. Direct comprehensive classification, job evaluation, compensation and benefit administration activities.
5. Direct employee training and development programs.
6. Direct and coordinate the disciplinary process in collaboration with the City Attorney's Office; advise managers on disciplinary actions and the discipline investigation process.
7. Direct and administer risk management activities regarding safety, liability, and workers' compensation.
8. Direct the conducting of analytical studies; develop and review reports of findings, alternatives and recommendations.
9. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
10. Assess and monitor workload, administrative support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

**CITY OF CERES**

**Director of Human Resources (Continued)**

11. Plan, direct and coordinate, through subordinate level staff, the Human Resources Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
12. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
13. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
14. Provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.
15. Represent the Human Resources Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
16. Explain, justify, and defend department programs, policies and activities; negotiate to resolve sensitive and controversial issues.
17. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of human resources and risk management; incorporate new developments as appropriate.
18. Respond to and resolve difficult and sensitive customer inquiries and complaints.
19. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services, and activities of a human resources department.  
Principles and practices of public sector personnel administration including recruitment, selection, classification, compensation, benefits administration and employee relations.  
Principles and procedures involved in labor negotiations.  
Methods and techniques of dealing with employee, discipline, grievances and unlawful allegations.  
Principles of risk management and lines of coverage such as property, liability and special events.  
Advanced methods of report preparation and presentation.  
English usage, spelling, grammar, punctuation at an advanced level.  
Administrative research techniques, sources and availability of information.  
Principles of supervision, training, and performance evaluation.  
Principles and practices of municipal budget preparation and administration.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Pertinent federal, state and local laws, codes and regulations.

**CITY OF CERES**  
**Director of Human Resources (Continued)**

**Ability to:**

Manage and direct programs and activities of the Human Resources Department.  
Develop and administer departmental goals, objectives and procedures.  
Analyze and assess programs, policies and operational needs and make appropriate adjustments.  
Plan, organize, direct, and coordinate the work of staff.  
Delegate authority and responsibility.  
Select, supervise, train, and evaluate staff.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze, and evaluate new service delivery methods and techniques.  
Organize, direct and implement a comprehensive city risk management program.  
Direct and modify an efficient employee recruitment, selection and retention program.  
Review and resolve employee grievances in accordance with labor agreements and personnel rules.  
Negotiate and administer contract services.  
Participate effectively in labor negotiations.  
Prepare and administer large program budgets.  
Prepare clear and concise administrative and financial reports.  
Interpret and explain City personnel programs and policies to employees and the public.  
Interpret and apply federal, state, and local policies, laws, and regulations.  
Maintain confidentiality of work performed.  
Deal constructively with conflict and develop consensus; gain cooperation through discussion and persuasion.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in human resources management, business administration, public administration or related field.

**Experience:**

Five years of increasingly responsible human resources experience including two years of management and administrative responsibility. Experience in a public agency is highly desirable.

**License or Certificate:**

Possession of a valid, California Driver License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**CITY OF CERES**

**Director of Human Resources (*Continued*)**

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Unrepresented – Department Head

FLSA Status: Exempt

October, 2012