HUMAN RESOURCES DIRECTOR

DEFINITION

Under administrative direction, directs, oversees, and administers the operations of Human Resources Department to include Employee Relations, Compliance and Training, Recruitment and Selection, Benefit Administration, Worker's Compensation, and Health & Safety programs.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Establishes, plans, organizes, and maintains direction and regulation over Human Resources Department to include Employee Relations, Compliance and Training, Recruitment and Selection; administers and enforces federal, state, Civil Service rules and regulations, and employee contracts; oversees, plans, regulates and administers recruiting, test development, certification, job analysis, classification and compensation plans, benefits and training; prepares and administers the Department budget; selects, develops and manages subordinate staff; directs the selection process, transfer placement, training, and provides guidance to department/division managers; and may assist with functional and/or technical supervision of other city staff.

Directs and manages the Health and Safety program and Workers' Compensation programs; plans, prepares and represents the City in employer-employee relation issues including labor negotiations, impasse resolutions and grievance administration; prepares staff reports, studies and analysis of related Human Resources and employee issues.

Oversees, monitors and directs office operations of assigned staff; interviews prospective employees, hires and/or recommends hiring; identifies and implements new employee and on-going staff training programs; assigns, tracks and reviews work assignments and progress; reviews and approves the formal performance evaluation of assigned department staff; approves sick and vacation leave of assigned staff; develops and implements disciplinary actions for assigned staff.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of applicable city, county, state, and Federal statutes, rules, ordinances, codes and regulations governing Human Resources and employee relations
Knowledgeable of best practice management and/or supervision principles to include
Knowledgeable of employee relations, workers' compensation, and safety principles
Skilled in interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes and regulations governing Human Resources and labor relations
Skilled in assessing and prioritizing multiple tasks, projects, and demands
Skilled in working with conflicting deadlines to complete projects
Skilled in identifying, analyzing, and implementing solutions to complex problems
Skilled in providing and following oral and written communications
Skilled in establishing and maintaining productive working relationships

QUALIFICATIONS

Bachelor degree in Human Resources Management, Organizational Management, Public Administration or closely related field, *Master Degree is preferred* **AND** ten years experience performing progressively responsible HR duties in public human resources operation to include classification, compensation, benefit administration and recruitment, labor relations including two (2) years at a management level. Must possess at the time of application and maintain a valid California Drivers License.