

CITY OF MADERA

DIRECTOR OF HUMAN RESOURCES

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, manages, oversees and directs the operations and services of the Human Resources Department which includes selection, classification and pay administration, Risk Management, and Workers' Compensation; coordinates activities with other City officials, departments, outside agencies and organizations; acts as Chief Spokesperson for the City in labor negotiations; provides responsible and complex staff support to the City Council and City Administrator, performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Director of Human Resources** is department head level class which oversees all functions and operations of the Human Resources Department and is responsible for all human resources, employee relations, risk management including Workers' Compensation services. This classification is distinguished from the classification of Assistant City Administrator which has grants program responsibility as well as overall City-wide program assignments and serves as the City Manager in his/her absence.

SUPERVISION RECEIVED/EXERCISED

Receives administrative direction from the City Administrator. Exercises direct supervision over professional, technical and clerical personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts full responsibility for all Human Resources Department activities and services including recruitment, selection, classification plan administration, benefits and salary plan administration, employee relations, Risk Management, including Workers' Compensation programs; coordinates activities with other City officials, departments, other agencies and organizations.
- Develops, implements and maintains departmental goals, objectives, policies and procedures; works directly with departmental personnel in the development and interpretation of City and department policies; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Plans, directs and coordinates the Human Resources Department's work plan through department staff; assigns work activities and responsibilities to appropriate personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues.
- Administers the civil service system of the City; initiates special studies for meet and confer purposes; coordinates cost analysis on negotiation proposals; conducts classification and salary studies

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and makes recommendations to the City Administrator; initiates, conducts and/or oversees investigations relative to complaints of discrimination and/or harassment; provides assistance and guidance to departments in the use of and appropriate procedures to follow in taking disciplinary actions against employees.

- Administers the City-wide employee benefit and retirement program activities through contract administration and outside provider services.
- Coordinates City-wide training including educational and development programs for City staff; provides training; counsels employees.
- Drafts proposed resolutions and ordinances; prepares correspondence, reports and recommendations for the City Administrator.
- Oversees the selection, training and evaluation programs for department personnel; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations.
- Prepares, manages and coordinates the development of the Human Resources Department's budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Serves as a resource for human resources staff, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive, productive and cooperative work environment.
- Attends and participates in professional and community meetings; stays current on issues relative to the fields of human resources, risk management, Workers' Compensation, service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints.
- Acts as Chief Negotiator for the City in the negotiation of labor agreements with employee organizations; drafts contract language; administers labor agreements; and represents the City in labor/management issues.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer key board. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and face-to-face service.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Director of Human Resources**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of experience in the public sector in administration, personnel, risk management, and other related services, and a Bachelor's degree in public administration, business administration or a related field. A Master's degree in public administration or personnel administration is highly desirable.

License/Certificate:

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

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KSA's necessary to perform essential duties of the position)*

Knowledge of:

Modern principles, practices and techniques of public and personnel administration, organization and operation; state, federal and local laws, regulations, ordinances and policies related to labor law; recruitment and selection techniques and procedures; principles and practices of public risk management, safety, loss control, self insurance programs, Workers' Compensation, property liability; benefit and retirement system administration; principles and practice of employer-employee relations; methods and techniques of supervision, training and motivation; principles and practices of budget administration.

Ability to:

Plan, direct, manage and coordinate the work of the Human Resources Department; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; properly interpret and make decisions in accordance with laws, regulations and policies; negotiate labor agreements and write labor contract language within the authority granted by the City Council; analyze complex administrative, personnel, benefit and risk management issues; evaluate alternatives and implement sound solutions; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; supervise, train and motivate department personnel; facilitate group participation and consensus building; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.