

HUMAN RESOURCES DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: The Human Resources Director performs administrative and managerial work in planning and directing the activities of the City's Human Resources Division. The employee administers the City's comprehensive Personnel management and administration programs in accordance with the City Charter, City ordinances, federal and state employment laws, and the Personnel Rules. The incumbent is responsible for planning, implementing, and directing the day-to-day operations of a Division that includes the major functions of recruitment, testing, compensation, classification, equal employment opportunity, employee benefits and administration, employee development, employee relations, labor relations, and occupational safety and worker's compensation. The employee also is responsible for strategic planning and continuous quality improvement of Human Resources programs and activities. The Human Resources Director serves as the Personnel Director as specified by the City Charter, and as technical advisor to the Merit System Board. Work involves the application of professional knowledge and personal judgment to a variety of technical personnel and managerial problems and issues. The incumbent is expected to exercise considerable initiative and judgment in carrying out assigned duties. In addition, the Human Resources Director may act as the General Services Manager in the latter's absence and performs related work as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Human Resources Director receives administrative direction from the General Services Manager who reviews the employee's work through conferences, reports, and overall results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Personnel Administration, Public Administration, or a related field. A minimum of seven years of progressively responsible managerial, supervisory, and administrative experience.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) from the Human Resource Certification Institute (Society for Human Resource Management [SHRM]) is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Makes effective oral presentations to all levels of employees, elected officials, City management, and the general public on all areas of personnel. Deals tactfully with parties involved in grievance matters. Deals effectively with a variety of public and private agencies in coordinating

programs. Communicates with City management, other departments, subordinates, elected officials, and the general public to establish and maintain effective working relationships. Recommends changes in policies, programs, and procedures. Consults with the City Attorney's Office regarding employment law related issues. Consults with the General Services Manager and other department managers on personnel-related matters. Prepares written reports for City management and elected officials regarding proposals from City staff or consultants.

Manual/Physical: Review federal and state legislation, court decisions, administrative rulings, and related matters to determine if City personnel practices are in compliance with relevant laws. Reviews budget recommendations.

Mental: Administers a comprehensive personnel program. Serves as a technical advisor to the Merit System Board. Manages professional, technical, and supervisory employees. Evaluates subordinate employee performance and sets work-related goals. Provides training and career development to subordinates and other City employees. Conducts a continuous review and analysis of new programs and techniques in the field of personnel administration for possible application to the City. Analyzes recommendations in classification, recruiting, training, and city management policies, as well as their implication for the City. Analyzes proposals from City employees and consultants and makes recommendations for implementation in view of policy and monetary implications. Evaluates the City's position in disciplinary and Equal Employment Opportunity Commission (EEOC) matters, and recommends solutions when necessary. Directs studies of major personnel problems and concerns affecting City employees. Directs the preparation of procedural manuals. Administers the budget for the Personnel Division. Resolves procedural, operational, and other work and human resource-related problems. Comprehends and makes inferences from written material.

Knowledge and Abilities:

Knowledge of:

the principles and practices of recruitment, testing, classification, compensation, training, and benefits;
the methods and theories of safety administration, personnel management, and employee relations;
federal and state legislation, court decisions, administrative rulings, and other matters as related to modern personnel administration and associated activities;
civil rights and labor laws; and
the principles, practices, and procedures of employee supervision, evaluation, and training.

Ability to:

supervise, train, and evaluate professional, technical, and supervisory positions;
conduct a continuous review and analysis of new programs and techniques in the field of personnel administration for possible application to the City;
analyze recommendations in classification, recruiting, training, benefits and management policies;
direct studies of major personnel problems and concerns affecting City employees and recommend changes in City policies and programs; and
establish and maintain effective working relationships with City management, other departments, subordinates, elected officials, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Minimum Qualifications 12/14

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PAY GRADE: E10

EEO-O/A

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-9410

JOB FCTN-ADM

SWORN-No

PAY PLAN E01-E14