



Office of Human Resources
HR Director - CA2989
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General Statement of Duties

Leads the human resource function for assigned Agency. Develops strategies, sets budgets, and allocates resources. Serves as a member of Agency's Senior Leadership team.

Distinguishing Characteristics

There are three general management classes (Manager, Director, and Executive) and specific individual management classes. The Manager is a first level management class. A Manager oversees work groups/areas within a division or agency and is generally responsible for supervising first or second line supervisors and/or individual contributors. A Manager position is operationally and/or functionally focused.

The Director is a mid-level management class. A Director manages a division or agency and is generally responsible for supervising managers, supervisors, and individual contributors. A Director position is operationally and/or functionally focused as well as strategically focused.

The Executive is the highest level of management class in the city other than appointees or elected officials. An Executive directs multiple divisions and is generally responsible for supervising directors, managers, supervisors, and individual contributors. An Executive position is strategically focused.

The Human Resources Director class is distinguished from the Executive Director of the Office of Human Resources that directs a comprehensive, city-wide Human Resources Office by establishing a multi-year vision and strategic plan for the organization while ensuring alignment with the city's broader organizational and human resources goals and objectives and ensures the organization accomplishes annual goals and initiatives.

Level of Supervision Exercised

Directs a human resources division by supervising managers, supervisors, and may supervise individual contributors.

Essential Duties

Develops, directs and implements HR organization strategy. Implements operational structure, goals and objectives. Plans, designs and develops processes, programs and projects utilizing functional/technical expertise and directs and manages their implementation. Recommends strategies and solutions to managers, executives and stakeholders.

Prioritizes and allocates resources to achieve strategies and develops or expands services. Directs, plans, assigns and evaluates the work of human resources team members. Creates opportunities for communication, collaboration, information sharing and inclusion to ensure agency staff has needed information.

Analyzes business issues including policy and cost implications. Identifies, recommends and implement strategies for continual improvement of the services and products delivered by the team.

Works with the Executive Team to develop strategy, policy, budget for the organization.

Communicates with managers, employees, team members, and other stakeholders utilizing appropriate communication techniques timing and content. Ensures effective communication to leadership and staff on organization or procedural changes, and staff contribution to organizational objectives.

Directs team functions within the constructs of the agency. Teaches team members how to effectively navigate informal networks and political systems. Maintains effective team relationships across systems and agencies.

Provides leadership to the Safety services team. Builds and maintains effective, positive, and cooperative relationships with managers, employees, team members and stakeholders. Coaches, mentors and trains team members. Promotes employee engagement across the agency

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Ensures the agency is in compliance with federal, state, local laws, statutes, & CSA rules. Supervises all compliance functions including Citywide time, pay & leave procedures.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Analyzing and Interpreting - Analyzes complex information and applies expertise to produce high quality work products.

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions why may include tough choices, after considering risks

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing, and negotiating. Makes effective use of political processes to influence others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Knowledge & Skills

Knowledge of laws, rules, regulations, case law, principles, and practices related to employee conduct, performance, and dispute resolution.

Knowledge of hiring, classification, benefits, labor relations, negotiation, and federal, state and local employment regulations.

Knowledge of federal and state laws and regulations with respect to Department of Labor laws as it relates to FMLA, ADA, HIPAA and Workers Compensation.

Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

Education Requirement

Bachelor's Degree in Business Administration, Human Resources, or a related field.

Experience Requirement

Ten (10) years of professional level human resources experience including five (5) years managing a human resources function.

Education & Experience Equivalency

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Subject to long, irregular hours.
Subject to pressure for multiple calls, inquiries, and interruptions.
Subject to varying and unpredictable situations.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: perceiving the nature of sound by ear.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

Sitting: remaining in the normal seated position.

Stooping: bending the body by bending the spine at the waist.

Talking: expressing or exchanging ideas by means of spoken words.

Vision Near acuity: ability to see clearly at 20 inches or less.

Background Check Requirement

Criminal Check
Education Check
Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-817

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: