



Office of Human Resources
Executive Director Office of Human Resources - OA3071
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General Statement of Duties

Provides executive leadership and direction for Office of Human Resources on behalf of the City to ensure effective and compliant HR processes. Responsible to set strategy, oversee operational aspects of HR, set policy and programs, communicate and provide top level counsel to the Mayor, Mayor's Office, Agency Heads, Independent agencies and City Council, and Career Service (CS) Board Members to carry out and deliver on the strategy.

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 Executive Director of the Office of Human Resources directs the Office of Human Resources for the City and County of Denver. This position reports to the Career Service Board and acts as a liaison and subject matter expert to the Board.

Essential Duties

Provides executive HR leadership and direction for the Office of Human Resources on behalf of the city to architect innovative and leading edge ways to attract, retain and develop workforce aligning with city goals and objectives with an eye on future sustainability.

Creates overall organizational design and optimizes resource allocations based on the long-term vision of the organization and available financial resources.

Determines strategy and oversees operational aspects of HR and HR deliverables.

Sets policy and programs. Serves as authority for HR related programs and actions to the City.

Communicates and provides top level counsel to the Mayor, Mayor's Office, Agency Heads, Independent agencies and City Council.

Meets regularly with Career Service Board Members to carry out and deliver strategy.

Represents the City workforce and the City as an employer of choice both locally and nationally, including task force, Boards, conference, meetings, trade groups, other jurisdictions and the public.

Ensures the city follows all applicable rules, regulations, and state and federal legal requirements pertaining to human resources issues and stays abreast of proposed legislation related to human resources.

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.

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

Adapting and Responding to Change - Adapts to changing circumstances and direction. Accepts new ideas and change initiatives.

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.

Level of Supervision Exercised

Directs and supervises directors, managers, supervisors, and other staff members.

Education Requirement

Bachelor's Degree in business administration, human resources, or a related field.

Experience Requirement

Fifteen (15) years of experience in a human resources administration environment.

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.

A combination of appropriate education and experience may be substituted for the minimum education and 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 and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Oral Comprehension: Ability to discern the meaning of oral speech.

Sitting: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Written Comprehension: Ability to discern the meaning of written words.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-824

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: