

Adopted: September 2001, Revised: _____

Class Title: Director of Human Resources

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Develops and administers human resources and organizational change and development programs, policies and interventions aimed at hiring, retaining and developing a quality workforce, and improving the effectiveness and culture of the organization. Oversees, develops and manages total compensation programs, safety, health, and wellness programs, employee relations, and training and development. Provides strategic planning to translate goals into objectives. Ensures compliance with all applicable laws and regulations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Oversees strategic planning by developing and translating strategic goals into objectives, monitoring goal progress, developing strategies and structure for department's continuous improvement efforts, and obtaining internal and external resources.
2	S	Manages employee development by overseeing training and development initiatives, performance management, and organizational development and providing consultation and information to senior staff regarding increasing employee performance and the development and motivation of employees.
3	S	Oversees the administration of total compensation programs by reviewing and evaluating market survey results, reviewing and evaluating progressive practices in compensation, recruitment and retention challenges, and providing guidance to senior management on compensation approaches and actions.
4	S	Manages other programs by providing direction on strategies, overseeing research, evaluating reliability and validity of current processes, administering programs, and analyzing program success versus cost.
5	S	Provides administrative duties by ensuring personnel records are maintained according to proper standards, challenging staff to implement technology solutions to reduce labor intensive work, monitoring operation of personnel rules and regulations, meeting with employee representatives for problem identification and resolution and serving as the secretary to the Civil Service Commission.
6	S	Serves as member of Executive staff by providing leadership and consultation to the City Manager, Assistant City Manager and Department heads on strategy, policies and actions for managing human resources, improving organizational effectiveness, and overseeing the recruitment of Executive Staff.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Master’s degree-level of study.
Experience	Over seven years’ experience in Human Resource Management and/or Industrial/Organizational Psychology.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read journals, research articles, and proposals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as an understanding of statistical analysis.
Writing	Work requires the ability to write correspondence, policies and procedures, reports, and documents.
Managerial	Managerial responsibilities include developing strategic plans, and managing the implementation and completion of projects.
Budget Responsibility	Responsible for final approval of budgetary recommendations to City Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Supervision, presentations, training sessions, seminars, conferences
Sitting	F	Computer, desk work, meetings, answering telephone
Walking	F	To/from meetings, to/from office equipment
Lifting	R	Office supplies, files, reports, manuals, books, paper, materials, equipment
Carrying	O	Office supplies, files, reports, manuals, books, paper, materials, equipment
Pushing/Pulling	R	File cabinet drawers
Reaching	R	Office supplies, files, reports, manuals, books, paper, materials, equipment
Handling	O	Office supplies, files, reports, manuals, books, paper, materials, equipment
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	R	Retrieve files
Twisting	R	To/from desk and computer
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer, desk work, reading, writing, filing, supervision, presentations, training sessions, seminars, conferences
Hearing	C	Communicating with personnel, general public, presentations, training sessions, conferences
Talking	F	Communicating with personnel, general public, presentations, training sessions, conferences
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, Standard Microsoft Windows and Office software, PeopleSoft, Advantage Financial System software (AFIN), HRIS

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	N
Other (see 3 below)	N

- (3)