

DIRECTOR OF HUMAN RESOURCES

Definition:

Under general administrative direction is responsible for all activities of the Human Resources Department including risk management, employee relations, recruitment and selection, classification and compensation, employee benefit plans, safety and maintenance of employee records and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by the Director of Human Resources include the following:

Plans, organizes, directs and manages all activities of the Human Resources Department to include compensation and classification, employee/employer relations, retirement and group insurance plans, workers' compensation and liability, casualty and property insurance.

Coordinates human resources and risk management division activities with those of other departments as needed.

Advises the City Manager, City Council, and other City departments/divisions on issues pertaining to applicable staffing, human resources and risk management matters.

Administers the meet-and-confer process; administers agreements when adopted and may negotiate agreements with employee organizations.

Represents the City in human resources and risk management issues before a variety of groups and other agencies.

Oversees the City's insurance and self-insurance programs.

Develops, recommends, administers, interprets and enforces departmental policies and procedures and assists in the development and administration of the City's Human Resources and Risk Management policies and regulations.

Selects and is responsible for the training, supervision and evaluation of all departmental staff.

Guides and assists management and other supervisory staff during employee discipline processes.

Makes Human Resources Department budget recommendations and administers the expenditure of funds.

Directs and participates in the preparation of a wide variety of studies, reports, contracts, Memorandums of Agreement, agenda letters, correspondence, resolutions and ordinances.

Develops and evaluates special programs.

Formulates, recommends and implements departmental goals and develops workload indicators to measure progress towards goals achievement.

Makes applicable recommendations for the capital improvement program and for the purchase of materials, equipment and supplies.

Reviews and analyzes a variety of materials, records, contracts, reports and other data and makes recommendation for change as needed.

Makes oral and written presentations.

Attends a variety of meetings and civic functions and represents the City.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Lifts and moves files and filled binders weighing 15 pounds or less.

Class Characteristics:

Director of Human Resources is a single incumbent department head class and is a member of the City's executive team. The Director of Human Resources is appointed by and reports to the City Manager and has broad responsibility for the safe, effective and efficient administration of all department activities.

Contacts and Relationships:

The Director of Human Resources supervises division managers and professional/administrative support staff and through them all Human Resources Department employees. The Director of Human Resources establishes and maintains contact with and has continuing interaction with a variety of City staff to include City Council Members, the City Manager and City department heads. Additional contact will occur with civic groups and representatives of other public and private agencies. Contact with the public will occur during some work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

Municipal government personnel, labor relations and risk management organization, administration and operations.

Principles, practices and methods used in contemporary labor relations, recruitment and selection, classification and compensation, employee insurance, workers' compensation, unemployment insurance, retirement, training and safety.

Leadership and management theory and practices, effective supervisory techniques and public sector labor relations.

Special, social, political and economic trends and operations problems of human resources organizations.

Statistical methodology and municipal budget administration.

Laws, codes, rules and procedures which apply to government personnel, labor relations, risk management and workers' compensation practices/procedures and related legal issues.

Goal-setting methods and the design of workload and performance indicators.

Negotiating and conflict resolution techniques.

Public relations and customer service techniques.

Effective methods of making oral and written presentations.

Computer applications related to the department assigned.

AND

Ability to:

Provide leadership for the City's Human Resources and Risk Management staff and programs.

Formulate and administer effective citywide human resources, employee relations and risk management programs.

Analyze problems and recommend and implement effective solutions.

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Select, train, motivate, supervise and evaluate staff.

Work within, interpret and apply applicable laws, rules and regulations.

Establish and maintain effective relationships with those contacted in the course of work.

Resolve conflict situations in a fair and amicable manner.

Think clearly, logically and rationally under pressure, adhere to multiple deadlines and handle multiple projects.

Communicate effectively orally and in writing.

Prepare clear and comprehensive reports and make effective presentations.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree in Management, Industrial Relations, Human Resources, Public Administration, Business Administration or a related field from an accredited college or university.

AND

Experience:

Eight years of recent, continuous, progressively responsible public personnel/human resources experience, including three years at the mid-management/supervisory level and two years negotiating labor agreements in an organization comparable to Fullerton in terms of the scope of activity.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Director of Human Resources file financial disclosure statements in accordance with state and local laws.

Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:

A graduate degree or some completed graduate level coursework in Management, Public Administration, Business Administration or a related field from an accredited college or university.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily indoors in an office environment. The incumbent operates a vehicle on City business, uses a computer, keyboard and related equipment, sits, stands, walks, kneels, reaches, bends, twists and grasps. The incumbent may lift and carry files and filled binders weighing 15 pounds or less, must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Executive.

Revised July 2006 and Title Changed from Director of Personnel / Risk Management

Revised December 2004 and Title Change from Director of Personnel

Revised June 2002

Revised June 1995