



HUMAN RESOURCES DIRECTOR

Bargaining Unit: Department Head

DEFINITION:

The Human Resources Director (HRD) is a key member of the City's Senior Management Team (SMT). Under general direction of the City Manager, the HRD plans, organizes and directs the functional and programmatic human resources activities including employee and labor relations; recruitment and selection; classification; compensation; benefits administration; disability and leave administration; training; safety and risk management. The HRD provides operational and strategic policy and managerial recommendations and assistance to the City Manager and the SMT; directs, coordinates, reviews and evaluates the work of subordinate staff; and performs related work.

CLASS CHARACTERISITICS:

The HRD is a Department Head position expected to use professional judgment and skills to provide guidance and solutions for complex human resource issues and support to the City Manager, executive leadership, management, and employees. The HRD has direct responsibility for the overall planning, implementation, evaluation and management of all human resources functions. The HRD identifies and develops strategies and implements effective programs and policies.

EXAMPLES OF DUTIES (*illustrative only*):

- Directs and manages all activities of the Human Resources Department including the development and administration of departmental policies, procedures, and city-wide services.
- Advises the City Director on human resources issues.
- Directs, supervises, and guides departmental staff by establishing goals, policies and performance standards, conducting performance evaluations, and counseling staff regarding their performance and career development consistent with the departmental mission and expectations.
- Coordinates human resources and staffing planning activities with the various City departments.
- Consults and collaborates with department managers on all aspects of department services; discusses organizational problems, develops alternatives and strategies for dealing with those problems; assists in implementation of solutions, as needed.
- Represents the City in and facilitates the City's labor relations and labor contract (MOU) negotiation activities.

- Oversees recruitment, examination, hiring and retention programs.
- Coordinates special human resources project activities.
- Manages budget for the Human Resources department.
- Oversees nondiscrimination, human resources compliance and equal employment opportunity programs and initiatives for the City.
- Oversees department timekeeping processes ensuring coordination and adherence to City, State and Federal requirements.
- Develops and implements employee recognition programs and works to enhance employee morale.
- Supervises workers' compensation, disability and leaves, and return to work programs.
- Chairs the City's Safety committee.
- Coordinates all city-wide training and development programs.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A bachelor's degree with a major in Business or Public Administration, Social or Behavioral Science, Human Resources Management, Organizational Development, or a closely related field.

The equivalent of seven (7) years of full-time human resources management experience in a public sector setting which includes responsibility for conducting negotiations with labor organizations and three (3) years in a supervisory capacity.

An advanced degree (e.g., Masters) in a relevant field is highly desirable.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Principles, practices, and techniques of human resources in a public agency setting, including recruitment, selection, equal employment opportunity; job analysis and classification; compensation and benefit analysis and administration; risk management, workers' compensation, disability and leaves, and occupational safety.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures, personnel policies and procedures, and applicable memoranda of understanding; City and mandated safety rules, regulations, and protocols.
- Principles and practices of employer-employee relations (Meyers-Millias-Brown Act), classification and compensation relative to Merit System Principles, recruitment and examination, affirmative action and staff development.
- Principles and practices of strategic plan development.

- Techniques for effectively representing the department and City in contacts with governmental agencies, community groups, and various business, and professional, organizations.
- Principles of supervision and leadership.

Ability To:

- Analyze complex personnel and organizational problems, and develop effective resolutions, and implement effective courses of action.
- Plan, organize, direct and coordinate a complex and comprehensive human resources management programs.
- Effectively communicate orally and in writing; Prepare and present clear and concise reports and information.
- Develop and maintain effective working relationships with staff at all levels in various departments and external agencies.
- Hire and train staff, assign work, and evaluate employee performance.
- Work effectively as a member of the SMT.
- Advance the use of technology in human resource processes.
- Keep abreast of new human resources regulations and laws.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS:

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Travel: Positions in this class may require local and statewide travel as necessary.