



## Director of Human Resources

Department/Division:	Human Resources
Reports To:	City Manager
Provides Direction To:	Risk Manager, Senior Human Resources Analyst, Human Resources Analyst, Human Resources Technicians, Office Specialists, and Intern, as needed
FLSA Exemption Status:	Exempt
Employment Exemption Status:	At-Will
Date Prepared:	September 30, 2014
City Council Resolution #	

### GENERAL PURPOSE

Under general direction of the City Manager, directs, plans, organizes, budgets, controls and manages the activities of the Human Resources Department, including employment, compensation, health and welfare, risk management, employee relations, and labor relations; instills ethical decision-making, public responsiveness, and innovation in the delivery of services; participates as a member of the Executive Management Team; and performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Director of Human Resources is distinguished from the Risk Manager by its broader accountability for department-wide programs, policy-making, budgeting, and supervisory authority over all staff as well as more frequent interfaces with Executive Management, City Manager and City Council, and collective bargaining representatives.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Directs, plans, organizes, and controls the programs and services of the Human Resources Department, including City-wide human resources strategies and risk management programs.
2. Formulates department goals given City and employee needs, human resources information systems, and federal and State legal requirements and standards, and involving employment, risk management, and labor law practices and standards.

## **ESSENTIAL FUNCTIONS (continued)**

3. Establishes and evaluates the effectiveness of classification, compensation, benefits, risk management and safety, employee and labor relations, human resources information systems, and equal employment opportunity practices and programs.
4. Directs the formulation and implementation of the department budget.
5. Negotiates, administers, and interprets collective bargaining contracts and personnel rules, directly or through consultation with legal counsel, other advisors, associations, and consortiums; mediates personnel issues and manages and conducts investigations.
6. Analyzes the effectiveness of departmental practices, programs, and staffing and makes corresponding recommendations for improvement; considers appropriate utilization of full-time, part-time, temporary, and contract personnel.
7. Directs and administers City-wide programs related to the selection, training, motivation and evaluation in consultation with City Manager and management and supervisory personnel; manages appeals process with internal and external representatives and consults with legal Counsel regarding disciplinary appeals and hearings when necessary.
8. Prepares and presents employee performance evaluations; provides or coordinates staff training; works with staff and other departments develop competencies and correct deficiencies; recommends and implements disciplinary procedures in consultation with the City Manager for all City departments.
9. Works with Risk Manager and Third Party Administrator to develop and implement claims management strategies and programs related to Workers' Compensation, General Liability Insurance, and other risk management programs.
10. Directs projects and independent studies involving brokers, consultants, and other parties related to human resources management and administers professional services contracts; evaluates policy options and implementation tactics in consultation with City Manager, departmental representatives, and affected parties.
11. Communicates with staff, management, labor units, and employees; responds to inquiries and directs or coordinates investigations of employee rights issues and resolves complaints in conformance with statutory and contractual requirements and procedures.
12. Considers and reports upon mandatory training, succession planning, and competency development programs.
13. Acts as liaison with other governmental agencies; represents the department at meetings of City Council, events, professional functions and with community groups.
14. Participates as a member of the Executive Management Team.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Meyers-Milius-Brown Act; Equal Employment Opportunity (EEOC) laws and regulations; California Occupational Health and Safety Act (OSHA) and safety standards; collective bargaining agreements and Personnel Rules; federal and State employment, Workers' Compensation and other health and welfare benefits laws and regulations; personnel policies, principles, practices and concepts of human resources management, including employment, classification, compensation, employee development, benefits and risk management and safety, employee and labor relations, and training; principles of organization and theories of management; budgeting principles and practices; contract administration; principles and practices of employee supervision, evaluation, and development; customer service practices.

### **Ability to:**

Train, assign, direct, manage, organize and evaluate the work of departmental staff; establish and assess the effectiveness of departmental programs, policies and objectives in meeting employee needs; recommend improvements to increase departmental operating effectiveness; prepare clear and comprehensive written reports for review by City Manager, City Council, employee groups, and committees; analyze departmental revenues and expenditures and recommend budgetary allocations; make effective presentations to the City Council, City Manager, and committees; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, unit representatives, contractors, vendors, City Council, and other public and private representatives; operate computer hardware and modern office equipment; use word processing, spreadsheet, graphics, and records management software.

### **Education/Training/Experience:**

Bachelor's Degree from an accredited four-year college or university in Human Resources, Public Administration, or a related field is required. Eight years of professional and managerial experience involving human resources management is required. A Master's Degree, and/or certification in Human Resources Management or a related field is desirable.

### **Licenses, Certificates; Special Requirements:**

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Ability to work extended hours in order to complete projects, attend meetings, and accommodate City needs.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given interruptions; and interact appropriately with staff, management, city officials, contractors, vendors, public and private representatives, and others in the course of work.

## **WORK ENVIRONMENT**

The employee frequently works in office conditions with controlled temperature settings.

The employee frequently attends meetings, conventions, City events, and other functions on behalf of the city, including evening and weekend hours.