

CLASSIFICATION ADDENDUM

Job Title: Human Resources Director

Classification Specification: Executive Manager

Barg Unit: Non

Pay Grade: E81

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Human Resources Director performs duties directing all aspects of the Personnel, Employee Benefits and Risk Management programs. Directs, plans, coordinates, and evaluates the operations of the department; develops and administers the department budget; formulates, implements, and interprets policy in areas such as personnel management, recruitment, compensation, legal compliance, employee benefits, risk management, and employee relations; Monitors organizational culture and wellness and provides advice and support to City Manager and Executive Directors in managing problems and change; manages and supervises activities related to recruitment and selection, compensation and classification, labor relations, volunteer coordination, employee training, employee benefits, risk management and HR information management; serves as the City's EEO coordinator; investigates or supervises investigations; develops and maintains cooperation and communication between bargaining units and management; directs personnel; counsels/provides technical assistance to staff and management; serves on the City Executive Team; performs tasks and assigned projects to assist the City Manager and Assistant City Manager; Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of human resources management, public administration organizational development or related field such as sociology, industrial relations, education or psychology with increasingly responsible experience in human resources, including management and executive management experience.

Licensing Requirements:

- PHR, SPHR or IPMA-HR certification desirable.

Knowledge:

- Principles and practices of human resources administration, to include benefits administration, risk management, labor relations, performance management;
- Workforce development principles and practices;
- Conflict resolution theories and practices;
- Federal, State, and local legislation, as related to human resources operations.

Skills: *(Demonstrated skill in performing the following)*

- Mediating conflict, and in consultation/advisement in effectively resolving complex issues.

Essential Characteristics and Duties Addendum
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Qualification For Grade Progression: N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis. Travel as required.
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Addendum History

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