

CHIEF HUMAN RESOURCES OFFICER

SUMMARY

The purpose of this classification is to ensure the proper implementation of personnel policies and procedures for the city and direct the work functions of the Human Resources Department.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Advises and assists the Mayor, City Council and Personnel Board on personnel related matters; provides guidance and assistance to department directors, supervisors, and employees regarding personnel policies and procedures.

Manages employee benefit programs; reviews and recommends changes and revisions; reviews contracts and proposals from providers, third party administrators, and other organizations.

Develops and directs preparation of wage and salary surveys, job analyses, written job descriptions, and the city's pay and classification plans.

Compiles and/or tracks administrative and/or statistical data pertaining to departmental/organizational operation; performs research; makes applicable calculations; prepares or generates reports.

Processes documentation associated with departmental operations per established procedures and within designated time frames; distributes documentation or maintains records.

Reviews employment applications; interviews salaried job applicants, and advises department heads/management on the selection process.

Attends meetings, seminars, and training sessions to remain knowledgeable of city and departmental operations and provide direction to management and city leadership.

Directs the administration of personnel and benefits related activities, specifically: recruitment, selection and retention of staff, worker's compensation and determinations, compensation and classification, and safety and drug programs.

Composes, prepares, reviews, and/or approves forms, logs, requests, records, reports, correspondence, and other documents associated with daily responsibilities of this position.

Develops, maintains, and delivers supervisory, employee, and quality improvement training programs.

Substitutes for subordinates when necessary.

Must be trained in the essential functions and perform duties of City Clerk, and as Assistant City Clerk.

Incorporates continuous quality improvement principles in day-to-day activities.

Recommends policies and procedures that guide and support the provision of quality services by the Department.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers and managers.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Human Resources Management or a related field required, Master's degree preferred; five years of progressively responsible supervisory experience in personnel/human resources management in a public sector environment or a related field.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including computer, printer, typewriter, copy and facsimile machines, and telephone. Physical demand requirements are at levels of those for light work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include forms, reports, contracts, legal reference materials, benefit plan description manuals, procedural and training manuals, and computer program manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange administrative and educational information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with elected officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of educational, administrative and legal documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as public speaking situations before the City Council.

INTELLIGENCE: Requires the ability to learn and understand relatively complex personnel related principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, such as in a public speaking situation, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals and percentages; interpret statistical data, interpret charts, and interpret graphs.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment which may include standard measuring and recording devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: May require the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.