



Job Title: Director of Human Resources
Department: Human Resources
Date: August 24, 2018
 Non-Exempt Exempt
FLSA Exemption: Administrative
Job Reports To (title): City Manager
Pay Grade: 15
 Full Time Part Time

Job Description

Summary/Objective

The mission of Human Resources department is to attract, retain, and develop a highly-skilled and competent work force so that City departments can provide outstanding services to the citizens of San Jacinto.

The HR Director directs and oversees all operations within the organization's human resources function, exercises technical and functional direction over staff, and develops and implements organizational human resources policies, ensuring compliance with federal, state, and local legislation (including EEO, FMLA, and FLSA). Leads and directs the work of other employees. Supervision is often provided through a team of subordinate managers.

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to all programs and activities of the City's Human Resources function; administers current and long-term planning activities; manages the effective use of resources to improve organizational productivity and customer service; provides complex and responsible support in areas of expertise; participates in and coordinates City's risk management activities and special projects; and performs related work as required.

This is a senior level classification that manages the City's Human Resources activities, including employee relations, recruitment and selection, job analysis and classification, compensation and benefits administration, and workers' compensation. Responsible for the strategic planning, direction, and goal setting for the department or function. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the City Manager in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work.

Essential Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

1. Assumes full management responsibility for all department services and activities.
2. Plans, manages, and oversees the programs, operations, and activities of the Human Resources function, including employee relations, workers' compensation, safety, recruitment and selection, training, performance evaluation, job analysis and classification, compensation and benefits administration.
3. Responsible for the development of department goals, objectives, policies, and priorities for the Human Resources function. Manages the development and implementation of departmental goals, objectives, policies and priorities for each service area.
4. Directs recruiting and onboarding for new employees, develops and deploys training and career development programs, approves salary structures or wage schedules, and negotiates benefits packages.
5. Responsible for organizational development of the City staff.
6. Responsible for the development, administration and oversight of the human resources budget.
7. Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the City Manager.
8. Negotiates on behalf of the City, along with legal counsel, with all organized labor representatives; meets, confers, and communicates City's position on various employment matters.
9. Directs and coordinates the work plan for the assigned functions; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
10. Oversees the development and implementation of City-wide recruitment, testing and selection processes; ensures equal employment opportunity for all candidates.
11. Determines the need for and oversees job analysis and classification studies; develops compensation and benefit strategies.
12. Develops the City's Personnel Policies and Procedures Manual; reviews and updates as necessary. Recommends policies, practices, and procedures that have a significant impact on the organization.
13. Oversees employee relations activities; reviews and approves investigation activity, determines use of outside resources, provides updates to senior management,

- provides supervisors and staff interpretation of Human Resources policies and procedures and the processing of grievances.
14. Responsible for personnel actions including hiring, performance management, and termination.
 15. Evaluates and selects HR-related vendors or service providers. Negotiates with brokers and outside resources to develop City's benefit plans; creates RFPs, plans, budgets, and decides on program offerings.
 16. Works closely with the third-party administrator to process claims and administer the workers' compensation program.
 17. Facilitates onboarding for executive-level, newly-hired employees; conducts new leader assimilation workshops.
 18. Develops and conducts leadership and supervisory training sessions; oversees mentoring program.
 19. Coordinates employee development, training, work evaluation and recognition programs; provides training to City employees involving human resources issues and current topics; conducts specialized training for key personnel on management techniques and policies and procedures.
 20. Develops, reviews, and presents staff reports related to assigned activities and services.
 21. Provides highly complex staff assistance to the City Manager. Assists the senior management team in developing human resource strategies.
 22. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
 23. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public agency human resources; researches emerging products and enhancements and their applicability to City needs.
 24. Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval. Consults with legal counsel as needed.
 25. Receives, investigates, and responds to difficult and sensitive problems and inquiries in a professional manner; identifies and reports findings and takes necessary corrective action.
 26. Performs other duties as assigned.

Conformance Statement

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.

- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

Competencies

1. Ethical Conduct.
2. Time Management.
3. Organization Skills.
4. Financial Management.
5. Project Management.
6. Personal Effectiveness/Credibility.

Qualification Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Master's degree from an accredited college or university with major coursework in human resources, business, public administration, or a closely related field, and five (5) years of responsible experience in municipal or public administration, human resources, benefits administration, or risk management with three (3) of the five (5) in supervisory, management, and/or an administrative role.

Or,

Bachelor's degree from an accredited college or university with major coursework in human resources, business, public administration, or a closely related field, and eight (8) years of responsible experience in municipal or public administration, human resources, benefits administration, or risk management with three (3) of the eight (8) in supervisory, management, and/or an administrative role.

Licenses and Certificates:

Possession of a valid Class C California Driver's License with a safe driving record is required.

HR-related certifications such as PHR/SPHR (with or without CA designation), SHRM-CP/SCP, IPMA-CP/SCP is highly preferred.

Knowledge, Skills & Abilities

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices and techniques of human resources in a public agency setting, including recruitment and selection, equal employment opportunity and employee orientation; job analysis and classification; compensation and benefit analysis and administration; workers' compensation and safety; labor relations and negotiation, interpretation of employment laws, regulations, policies and procedures.
- Basic principles and practices of budget administration; contract administration and evaluation; and employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Applicable Federal, State, and local laws, codes and regulations concerning employment and CalPERS pension plans.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functions.
- Recordkeeping principles and procedures.
- Modern office practices, methods, computer equipment and computer applications. Good computer skills, including common office software applications, specifically proficient in Microsoft Office.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, schedule, assign, review, and evaluate the work of staff; train staff in work procedures, and foster teamwork.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations, and ordinances.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Maintain confidentiality of all human resources issues.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Skills:

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, printer, photocopiers, filing cabinets and fax machines.
- Decision-making skills. Leadership skills. Oral and written communication skills. Detail oriented. Ability to meet deadlines.

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons

employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Working Conditions, Mental and Physical Demands

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Work Environment

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Demands

This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Essential Mental Functions

Regularly required to use written and oral communication skills, read and interpret data, analyze and solve problems; observe and interpret situations; interact with City staff.

Be able to make quick decisions, provide guidance and direction to others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data, and be able to add, subtract, multiply and divide.

Supervisory Responsibility

This position has supervisory responsibilities.

Expected Hours of Work/Work Schedule

Monday – Thursday 7:00 AM – 6:00 PM (4x10 work week). Occasional evening and weekend work may be required as job duties demand.

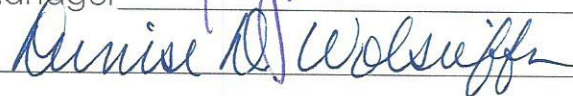
Travel

Minimal travel is expected for this position.

Disclaimers and approval The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

The approval component should include a section for the signatures of the supervisor and HR professional and the date approved. The job incumbent should also sign and date the document.

This job description has been approved by all levels of management:

City Manager  Date 8/30/18
HR  Date 8/30/18

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____