



City of Central Point OR
POSITION DESCRIPTION

Title: **Human Resources Director**

Status: **Full-time, exempt management position**

Department: **Administration**

Date: **May 2015**

Classification Level: **Management Compensation Plan – Band IV**

General Statement of Duties: The Human Resources Director is a high-level management position that works under the general direction of the City Manager to perform a wide variety of complex, professional work in all aspects of personnel and risk management including: recruitment and selection, benefits administration, employee/labor relations, compensation and classification, EEO compliance, risk management, safety, worker's compensation, performance management, ADA compliance, labor negotiations, policy development and employee development.

Supervision Received: Receives administrative direction from City Manager. Independence of action is required in the performance of position duties.

Supervision Exercised: Directs and supervises the work of HR/Risk Management staff. Also serves in an advisory capacity, providing direction and guidance to supervisory staff city-wide.

Duties and Responsibilities: *The following represent typical examples of work to be performed in this position. Other duties may be assigned.*

1. Directs, plans, coordinates, and evaluates the human resources functions and operations for the City; formulates, implements, interprets and recommends policy as it relates to personnel management, benefits, employee relations, and equal opportunity.
2. Serves as the City's human resources point-person for the management team; performs specific tasks and completes assigned projects to assist the City Manager; prepares and presents information to the Mayor, City Council, committees and commissions, management team, and other groups, as needed.
3. Supervises department staff including coordinating and directing work flow, making work assignments, assessing needs for and ensuring implementation of adequate staff training and development, making disciplinary decisions and taking appropriate disciplinary action; makes recommendations to the City Manager on hiring, firing, promotion and demotion of staff; evaluates work performance and progress department personnel; responds to grievances; initiates and oversees internal investigations of citizen complaints and allegations of employee misconduct.
4. Manages and supervises all activities related to recruitment and selection, serves as the City's EEO Officer and ADA Coordinator; assures compliance with applicable employment laws; investigates or supervises personnel matters, and allegations of discrimination.
5. Maintains employee personnel files in accordance with state and federal law and collective bargaining agreements.
6. Ensures compliance with all state, federal, and local laws, department rules, City policies and procedures, and collective bargaining agreements; interprets and explains laws, rules and bargaining agreements. Notifies affected staff of relevant changes in laws, rules, policies and procedures, and bargaining agreements.

7. Advises managers and supervisors on labor relations matters; works with City Manager to coordinate City responses to grievances.
8. Maintains, reviews, modifies/updates, interprets, and explains the City's personnel policies and procedures and collective bargaining agreements.
9. Participates in collective bargaining; generally serving as lead negotiator.
10. Serves as the City's Risk Manager. Administers or oversees administration of the City's safety program, property and liability insurance program, and worker's compensation program.
11. Serves as a member of the City's executive leadership team; participates in recurring and special meetings and workshops including internal staff meetings, City Council meetings, Council workshops and study sessions, commission and committee meetings, and department staff meetings, as appropriate. Coordinates with City departments, other public agencies, and various community groups.
12. Sets and attains professional development goals; maintains proficiency in the area of responsibility; stays current on area of expertise; demonstrates unquestionable integrity at all times, serving as a role model for appropriate public service ethics and effective leadership.
13. Administers the City's performance evaluation program, classification and compensation plans for all City positions; oversees revision of class specifications, job descriptions, reclassification of positions, and development of new position specifications; prepares and evaluates salary survey inquiries and responses.
14. Administers the City's employee benefits program to include health insurance, life and long term disability insurance, leave policies, flexible spending accounts, etc.
15. Counsels and provides technical assistance to employees and supervisors including training, as appropriate; serves as a liaison for the Employee Assistance Program; manages the employee recognition program.
16. Recommends programs and techniques to improve the effectiveness of the City and its services; provides assistance to the City Manager, as directed and needed; responds to requests for information.
17. Represents the City at community and/or interagency meetings and functions, as appropriate; establishes and maintains effective relationships with peers in other agencies and organizations, city departments, citizens, the business community, special interest groups, and the general public.

Necessary Knowledge, Skills & Abilities: to successfully perform this job, one must possess the following:

1. **Knowledge** of principles and practices of human resources administration: strategic management, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations, and occupational health, safety and security. Specific knowledge of benefits administration, supervision, training and performance evaluation, collective bargaining, public entity liability, policy analysis, and applicable Federal, State and local laws, rules and regulations pertaining to local government operations in the area of public personnel management.
2. **Ability** to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals to improve operation, procedures, policies, or methods; apply laws, regulations, policies and procedures; develop and maintain cooperative and collegial relationships with staff, the management team, vendors, contractors, City Council, other agencies, and the general public; effectively communicate orally and in writing, including communicating technical or confusing information to others, presenting information in the form of accurate, understandable oral or written reports, and review and edit the work of others, as needed. Ability to discern and maintain confidentiality of sensitive information; a breach of confidentiality is grounds for disciplinary action, up to and including immediate termination.
3. **Skills** necessary to effectively perform the duties and responsibilities of the job, including: excellent communication and negotiation skills; management and supervision; writing and presentation skills;

computer skills sufficient to proficiently use word processing, spreadsheet and database applications; conflict resolution skills.

REQUIRED MINIMUM QUALIFICATIONS:

Bachelor's degree from a regionally accredited college or university in human resources, public administration, management, organizational development, or a related field **and a minimum of five years of progressively responsible human resources experience**, preferably in public sector personnel management.

A combination of education, experience and certification likely to provide the required knowledge, skills and abilities required to perform the duties and responsibilities of this position may be considered in substitution of specified education and experience required.

Physical Demand: *The physical demands described here 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 the essential functions.*

Manual dexterity and coordination are frequently required for more than half of the daily work period (about 50%-60%) while operating office equipment such as computers, keyboards, 10-key, telephones, and other standard office equipment. While performing the duties of this position, the employee is frequently required to sit, stand, walk, reach, bend, kneel, stoop, twist, crouch, crawl, climb, balance, see, talk, hear, smell and manipulate objects. The position requires a degree of mobility and moving materials weighing up to 5 lbs. frequently, up to 10 lbs. occasionally, and up to 50 pounds infrequently. This position requires both verbal and written communication abilities.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is normally working indoors in an office environment. The office setting does not expose the employee to hazardous conditions. The noise level in the office environment is usually moderate and lighting is adequate. Employee may be briefly exposed to weather, noise, and minimal hazards when performing risk management duties. Travel is required less than 10% of the work time.

REQUIRED SIGNATURES:


My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.



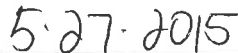
City Manager



Human Resources Director



Date



Date