

**CLASS SPECIFICATION**  
**Human Resources Director**

FLSA Status: Exempt  
Union Representation: Nonrepresented/All Bureau Directors hired after December 31, 2000 are exempt from Civil Service

**GENERAL PURPOSE**

Under general policy direction, plans, organizes and directs the activities of the Human Resources Bureau; plans, directs and integrates the delivery of comprehensive City-wide human resources management programs in alignment with the strategic human resources goals of the City Council; serves as a member of the City's executive management team and provides expert professional assistance and guidance to City management on human resource, employee relations, labor relations and organizational development issues; consults and partners with elected officials, managers, labor representatives and employees at all levels on development and organization change issues to achieve Citywide and bureau-specific human resources goals and objectives; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single position class is responsible for managing, directing and integrating broad, comprehensive human resources management programs and services to meet Citywide and bureau-specific business and operational needs, including classification and compensation, recruitment and selection, employee relations, labor relations, affirmative action and diversity, employee training and development, workforce planning, organizational development, staff motivation, work standards development, performance management, employee benefits and HR administrative systems and processes, including records retention and HRIS. Programs and services are delivered through central staff and through human resources service teams assigned to support the human resources needs of City bureaus. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion and are evaluated in terms of overall program and cost effectiveness.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the Human Resources Bureau; with subordinate managers, develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; directs the development of and monitors performance against the biennial bureau budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of bureau managers and their assigned staff; oversees and monitors the effective performance of delegated human resources responsibilities by

staff assigned in other bureaus for conformance with Code, policy and other standards; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.

3. Works closely with the City's elected leadership in setting and carrying out the City's human resources vision, mission and objectives; provides leadership and works with bureau managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Provides leadership in the development and execution of the bureau's vision, mission and strategic plan for the City's human resources management function, ensuring alignment with the City's broader organizational goals; develops, implements and administers comprehensive human resources management programs, policies, guidelines, procedures and practices, consistent with City Charter and Code provisions, state and federal legal requirements and sound professional principles and practices.
5. Serves as an internal consultant and advisor to City Council regarding human resources strategies and initiatives; partners with Council and bureaus to identify and facilitate human resources process improvements.
6. Negotiates annual service agreements for the provision of human resources services with the Mayor, Commissioners and bureau directors and regularly communicates progress in fulfilling service agreement objectives and work products; provides leadership in developing program level plans that contribute to achievement of the bureau's strategic plan and annual service agreements.
7. Directs outreach recruitment, including mentoring and internship programs; directs testing and selection activities to fill all City positions; directs the development and maintenance of comprehensive classification and compensation programs; directs development and administration of City performance evaluation policies, programs and practices; directs employee and management training and development.
8. Develops and administers affirmative action and diversity programs; directs the investigation and resolution of discrimination and other complaints; represents the City in dealings with state and federal agencies and in hearings and litigation on employment matters.
9. Participates in negotiating and directs administration of labor contracts after agreement is reached; advises City elected and appointed executives, managers and others on labor relations and employee relations matters, including grievance and arbitration procedures and actions; works with managers and labor organizations to resolve problems.

10. Oversees support of the Labor Management Benefits Committee in development of plan design, funding and cost management strategies; directs the development and administration of employee benefit policies and programs; directs the administration of leave programs, including leaves under the Family and Medical Leave Act.
11. Manages and directs the bureau's internal business functions, including the maintenance of employee records and the development and management of HRIS systems.
12. Coordinates and integrates operations of the Civil Services and human resources systems; oversees provision of staff support to the Civil Service Board in carrying out its mandated responsibilities.
13. Directs the analysis of proposed legislation and regulation; participates in industry and governmental activities to influence legislation and regulatory change consistent with the City's interests and needs; represents the City with other industry and governmental agencies, professional organizations and elected officials.
14. Represents the bureau to the Commissioner-in-Charge and the City Council.

#### **OTHER DUTIES**

1. Collaborates with other public and private sector human resources professionals on a variety of human resources issues.
2. Represents the City in meetings with community and business organizations, county and state officials and legislators, educational institutions and other constituencies; participates on the City's behalf in meetings with professional organizations.
3. Monitors developments in areas of responsibilities; directs or conducts research and analysis of human resources and employee relations requirements, needs and issues.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Theory, principles, practices and techniques of public personnel administration, including recruitment, testing, selection, equal employment opportunity and affirmative action, diversity, classification, compensation, employee relations, benefits design and administration, training and development, work force development and performance planning and evaluation; principles and practices of labor management relations, including negotiation and contract administration.
2. Principles and practices of organizational design and development.
3. Federal, state and local laws applicable to areas of responsibility.

4. Principles and practices of public administration, including budgeting, financial planning, purchasing and the maintenance of public records.
5. Research methods and analysis techniques.
6. City functions and associated human resources, labor relations and employee relations issues.
7. Organization and functions of a civil service board and City Council.
8. Trends and practices in human resources management.
9. Principles and practices of effective management and supervision.
10. City human resources policies and labor contract provisions.

**Ability to:**

1. Lead, plan and direct a comprehensive human resources and organizational development program for a complex organization in a climate of change.
2. Develop and execute strategic objectives and supporting work plans and make sound recommendations on complex human resources management issues.
3. Understand the business needs of multiple customers and balance fulfillment of those needs with considerations of broader organizational, business, legal and community issues and requirements.
4. Serve as an effective facilitator and consensus builder with multiple stakeholders of diverse views and needs.
5. Understand, interpret, explain and apply City, state and federal law, policy, regulation and court decisions governing the City's human resource management program.
6. Communicate and present complex information and/or ideas, orally and in writing, to wide variety of audiences, including elected officials, bureau directors, labor representatives, employees and citizens.
7. Present the City effectively in negotiations and other dealings with labor organizations on a variety of issues.
8. Evaluate human resource management practices and make sound recommendations for improvement; develop and implement appropriate procedures and controls.
9. Exercise sound expert independent judgments within general policy guidelines.

10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
11. Establish and maintain effective working relationships with the Mayor, Commissioners, City executives and managers, labor organizations and their representatives, officials of other governmental agencies, community and business organizations, the media, employees and the public.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, human resources, psychology or a closely related field; and at least ten years of progressively responsible human resource management experience including labor relations, at least five years of which were in a management capacity; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license may be required for certain assignments.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0640 PERSONNEL DIRECTOR [Human Resources Director] Adopted: 01-20-76; Revised:11-20-84; 10-01-92, 07-01-92

June 2009 - Change Job Class number from 7008 to 30000409, due to system change.