City of Portland Job Code: 30000528

CLASS SPECIFICATION Employment and Development Manager

FLSA Status: Exempt Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, manages and directs the City's recruitment, selection, workforce planning and development programs and initiatives; oversees, approves and certifies the results of recruitment and selection processes performed by central and service team staff; develops and recommends City-wide recruitment and selection policies, standards and practices; oversees centralized training and development programs and initiatives; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single incumbent class is responsible for planning, organizing and coordinating City recruitment, selection, workforce planning and development programs and initiatives. The incumbent assists the Human Resources Director in developing strategic City-wide human resource plans and setting strategic direction for developing City-wide staffing, recruitment, selection and development policies, standards and practices. In addition, the incumbent oversees workforce forecasting and planning, training and development programs and initiatives. The incumbent is expected to exercise considerable discretion in carrying out responsibilities independently and with awareness of employee recruitment and development issues and sensitivities.

Employment and Development Manager is distinguished from other human resources management classes by the incumbent's specialization in the development and management of recruitment, selection, workforce planning and development programs and initiatives.

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 assigned staff; with staff, develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; directs the development of and monitors performance against the biennial division 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 assigned staff; 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. Provides leadership and works 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. Develops, implements and supervises the City's recruitment and selection programs, including targeted outreach recruitment efforts, injured worker program, Americans with Disabilities Act and layoff programs; develops, implements and administers outreach recruitment and selection policies, guidelines, procedures and practices consistent with City Code and Charter provisions, federal and state regulations and sound professional principles and practices; works with City directors, managers and human resources staff to implement policies, programs and practices.
- 5. Supervises the development and administration of a wide range of examination and selection procedures designed to evaluate job related skills, knowledge and abilities for City jobs; ensures selection processes conform to established legal requirements; consults with bureau managers on knowledge and skill requirements and works with staff to develop innovative and cost effective selection methods; investigates and recommends resolution of examination appeals as provided for under City Charter and Personnel Rules.
- 6. Ensures bureau compliance of all phases of recruitment and selection with applicable federal, state and local laws, regulations and guidelines and that bureau management adheres to established policies and procedures.
- 7. Provides policy interpretation, guidance and technical advice to City management and elected officials on the resolution of the more difficult and complex issues involving the Personnel Rules, Civil Service Board rulings and associated policies.
- 8. Consults with bureaus on long-term staffing needs and forecasts and works with staff to develop strategies for employee recruitment and development to meet expected requirements.
- 9. Oversees the development and implementation of City-wide training and development programs to meet leadership, management, professional and specialized training needs and requirements; oversees planning and administration of the City's apprenticeship training programs.
- 10. Leads and participates in planning and implementing outplacement services for City employees subject to layoff.

OTHER DUTIES

- 1. Represents the City in discussions with a wide variety of community, business, professional and other organizations on outreach recruitment and other matters.
- 2. Carries out special projects as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Principles and practices of recruitment and selection, development and workforce program development.
- 2. Principles, practices and techniques of public personnel administration, including recruitment, testing and selection, classification, compensation, EEO/affirmative action, employee relations, labor relations, employee development and performance planning and appraisal.
- 3. Principles and practices of employee and labor relations, including negotiation and contract administration practices.
- 4. Administrative principles and methods, including goal setting, program development and implementation.
- 5. Federal, state and local laws, regulations and court decisions applicable to areas of assigned responsibility.
- 6. Principles and practices of public administration, including budgeting, reporting and maintenance of public records.
- 7. Research methods and data analysis techniques.
- 8. Trends in human resource program development, especially in the areas of outreach recruitment, selection and employee training and development.
- 9. City functions and operations and associated human resource management issues.
- 10. Principles and practices of effective business communication.
- 11. Operation of standard business computer software.
- 12. Principles and practices of effective supervision.
- 13. City human resources policies and labor contract provisions.

Ability to:

- 1. Plan, organize and implement comprehensive City-wide outreach recruitment and selection programs and workforce planning and development initiatives.
- 2. Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.
- 3. Understand, interpret, explain and apply City human resource rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.
- 4. Exercise independent judgement and initiative within established guidelines.
- 5. Present proposals and recommendations clearly and logically.
- 6. Represent the City effectively in dealings with employees and employee organization representative on a variety of recruitment, selection and development issues.
- 7. Communicate effectively orally and in writing.
- 8. Prepare clear, concise, accurate and persuasive reports, correspondence, analytical studies and other written materials.
- 9. Maintain confidential and sensitive information.
- 10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential human resource issues and employee situations.
- 11. Establish and maintain effective working relationships with bureau and City directors, managers and supervisors, employees, employee and community organizations and others encountered in the course of work.

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 business administration, management, human resources, psychology or a closely related field; and at least seven years of progressively responsible experience in the development, implementation and supervision of recruitment and selection, development and workforce planning programs, at least two of which were in a supervisory 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.

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):

0625 RECRUITMENT AND SELECTION MANAGER. Adopted: 05-25-90; Revised: 07-01-92 June 2009 - Change Job Class number from 7260 to 30000528, due to system change.