

CLASS SPECIFICATION
Police Human Resources Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction of the Police Chief and the City Human Resources Director (or their designees), serves as the Police Bureau Personnel Division Manager and manages and directs the activities of division members providing a wide range of human resources support within the Police Bureau, including employee background investigations, bureau recruitment and selection activities, processing job postings, transfers and personnel orders, employee relations, employee discipline and grievances, within the context of policies, standards and practices established by the Bureau of Human Resources (BHR); participates in contract negotiations and sits on bargaining teams; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The single incumbent class of Police Human Resources Manager is responsible for managing and directing the activities and staff involved in providing human resources services to the Portland Police Bureau (PPB). The incumbent will supervise the PPB Personnel Division employees and the BHR employees assigned to the Police Personnel Division. The incumbent is expected to exercise considerable discretion in carrying out responsibilities independently and with awareness of police command structure and culture and human resources issues and sensitivities.

The Police Human Resources Manager is distinguished from other human resources managers by the incumbent's responsibilities for managing the delivery of an array of human resources support services to the Police Bureau, while ensuring consistency with City-wide policies, standards, procedures, and HR best practices. The Police Human Resources Manager is distinguished from the Human Resources Site Team Manager by the latter classification's responsibility for managing and overseeing HR support services for multiple bureaus via a site team.

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; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve bureau and HR goals, objectives and performance measures.

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; recommends disciplinary action through bureau procedures to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
3. Develops strategic goals for the Personnel Division; assist the Police Bureau in meeting strategic initiatives; implement BHR strategic plans; attends Chief's meeting, General Staff meeting and other Police management meetings.
4. Within the Police Bureau, oversees the operational administration of applicable collective bargaining agreements, City policies and procedures and state and federal employment laws.
5. Manages directly and through Division staff a variety of human resource related programs and division assignments including: background investigations, sworn employee promotions, transfers and personnel orders, job postings within the bureau, position management, employee reinstatement (medical or non-medical), bureau coordination of Fire and Police Disability and Retirement (FPDR) matters, the Employee Information System (formerly the Early Intervention System), the employee assistance program (EAP), Administrative Leave (10-2), return to work program (RTW), annual employee awards ceremonies, oversight and record maintenance of all personnel (201) files and other files related to the employment of Police Bureau staff.
6. Develops and manages vendor contracts; manages request for proposal development for HR-related contracts and ensuring appropriate fiscal management of allocated funds to service providers,
7. Directs/oversees the development and maintenance of personnel-related policies and standard operating procedures, including drug and alcohol testing, relocation, background investigations and other policies as needed; provides input as necessary for policy reviews on existing personnel-related policies.
8. Works closely with representatives at all levels within BHR and assures appropriate linkages between Division staff and BHR programs including labor relations, classification/compensation, employment and development, affirmative action/diversity.
9. Coordinates fitness for duty for police officers; assesses appropriateness of referrals; reviews issues, chronology and other factors.
10. Develops and reviews/approves all classification review requests submitted to BHR and provides additional information as necessary.
11. In consultation with, and as assigned by, the Assistant Chief of Services Branch, is the main labor relations contact for the Police Bureau and receives all grievances; prepares/reviews grievance responses; participates in contract negotiations as the Police Bureau's

representative; oversees the administration of collective bargaining agreements within the Police Bureau; with the required approvals from the Chief of Police, the HR Director and the City Attorney's Office may adjust grievances and enter into memoranda of agreements and other agreements with union representatives on behalf of the Police Bureau; attends/testifies at arbitrations.

12. At the direction of the Police Chief, acts as the bureau liaison to the Office of the City Attorney for employment issues, including grievance and arbitration, policy development, and high level employment-related investigations.
13. Develops, reviews and revises background investigation process for sworn and non-sworn positions; contributes to development of background investigation questions; advises investigators on whether or how to pursue anomalies, such as contradicting information; provides recommended determination for all background investigations for police officer candidates; oversees staff who recommend hire, do not hire or do not advance for civilian positions and reviews recommendations for high level positions or when issues arise.
14. Manages the Police Bureau's responsibilities in employee recruitment and selection activities, including advertisements, community contacts, job fairs, recruitment-related events, and relationship-building with agencies, private-sector, media, educational institutions to attract qualified candidates; develops and implements integrated marketing and communication strategies; diversity inclusion strategies and strategic partnerships designed to increase pool diverse police officer candidates; represents the Bureau with City officials, the public and community groups regarding police officer hiring.

OTHER DUTIES

1. Represents the Police Bureau on panel discussion and at community group events
2. Participates in media interviews.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of human resource management applicable to providing human resources services to a large municipal bureau.
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 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. Principles and practices of effective business communication.
9. Operation of standard business computer software.
10. Principles and practices of effective management and supervision.
11. Public sector human resources policies and typical labor contract provisions.

Ability to:

1. Strategically plan, organize, design, implement and monitor a comprehensive bureau human resources support services program; establish operational goals and objectives in support of Citywide HR vision and mission.
2. Identify problems, gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.
3. Understand, interpret, explain and apply City human resources rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.
4. Exercise independent judgment and initiative within established guidelines.
5. Represent the City effectively in dealings with employees and employee organization representatives on a variety of human resources issues.
6. Communicate effectively orally and in writing; present proposals and recommendations clearly and logically.
7. Manage diverse work teams; provide team leadership and team participation to include facilitating, negotiating, and building consensus.
8. Balance the needs of multiple customers with diverse needs.
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 collaborative working relationships with elected officials, members of bureau senior management team, operational level managers and supervisors, City managers and supervisors, employees, employee 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 six years of progressively responsible experience in the development, implementation and supervision of comprehensive human resources services; 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: 03-28-07 New classification Police Human Resources Manager (7257) created.
June 2009 - Change Job Class number from 7257 to 30000525, due to system change.
July 2012 - Updated duties