

CITY OF TAFT

**CLASS TITLE: DIRECTOR OF HUMAN RESOURCES/
ASSISTANT CITY MANAGER**

**Salary Range 69.3
\$3522-\$4281 Bi-weekly**

BASIC FUNCTION:

This is an “At-will” senior executive position reporting to and serving at the pleasure of the City Manager. The Director of Human Resources/Assistant City Manager serves as the department head of the Human Resources Department and, as such, personally performs and supervises complex professional, administrative and technical Human Resources and Risk Management functions necessary to maintain the personnel records and systems of the City. Responsibilities include the overall management and administration of the Risk Management, including Employee Benefits and Workers Compensation and all other allied functions that may be assigned.

An incumbent in this classification demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills. Requires the ability to develop and implement an organizational vision which integrates City of Taft and departmental goals, priorities and values.

REPORTS TO:

City Manager

SUPERVISES:

The Director of Human Resources/Assistant City Manager exercises direct supervision over the Human Resources Assistant, Office Assistant and other personnel as may be assigned.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provide leadership and motivation to incorporate vision, strategic planning and elements of quality management into the full range of activities in accordance with the City’s strategic plan objectives.
- Plan, organize, control, direct and manage organization-wide human resources activities and allied functions; and ensure compliance with established laws, codes, regulations, internal controls, standards, requirements, policies and procedures.
- Act as City Manager when the City Manager is unavailable.
- Develop, administer and maintain the City's classification and compensations plans including benefits.
- Administers the City's pooled risk management program, including but not limited to liability, property and workers' compensation program and insurance requirements for the City's Correctional Facility.
- Serve as the City's labor negotiator and provide administrative leadership to the negotiation process; represent the City in contacts with unions, employee associations and employee organizations.
- Intervene in and effectively resolve sensitive, significant, and controversial issues related to department programs; oversee the administration of the provisions of approved memoranda of understanding.

- Assist in the development of City goals, objectives, and priorities.
- Discusses and reviews overall City issues, problems, and priorities and may serve on special task forces or direct projects having a general City-wide impact.
- Oversee and evaluate the efficiency and effectiveness of all aspects of the department's programs and recommend appropriate service and staffing levels
- Participate in the selection and assignment of employees and provide for the supervision and training of personnel.
- Investigate allegations of sexual harassment, employment discrimination, personnel policy violations, or other prohibited personnel practices.
- Participate in the development of the departmental budget.
- Negotiate and administer contracts concerning those matters under departmental areas of responsibility; conduct a variety of organizational studies, investigations, and operational studies.
- Review and analyze reports, legislation, and court cases related to personnel and risk management issues. Analyzes proposed legislation and prepares letters in support or opposition as necessary.
- Processes and investigates claims for damages; prepares claim and lawsuit information for attorneys and insurance claims adjusters.
- Analyzes existing benefits policies of organization, and practices among similar organizations; establish competitive benefits programs and plans recommends benefit plan changes.
- Prepares and recommends personnel and administrative policies in compliance with Federal and State law.
- Provides information to the press and media and serves as the City's Public Information Officer during disasters.
- Plan, organize, manage and direct the City personnel including recruitment and selection, classification, and compensation, benefits administration, safety and risk management, training and development, and labor relations.
- Responsible for the coordination of department programs and activities with other City departments and outside agencies, and providing advice and assistance in personnel matters to department heads, managers, and supervisors.
- Provide highly responsible and complex staff support and assistance to the City Manager which may include managerial oversight of related departments/divisions.
- Develop and implement programs, policies, goals, objectives, systems, long range plans and procedures to enhance the financial effectiveness and operational efficiency of assigned functions.
- Make presentations to City Council, committees and commissions and represent the City and the Department on a variety of professional groups, committees and task forces.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Federal, State and local laws, codes and regulations relating to personnel administration.
- Principles and practices of collective bargaining and labor relations in the public sector.
- Principles and practices of risk management.
- Principles and practices of the administration of a comprehensive public personnel program
- Principles and practices of public administration, organization development, and management
- Correct use of oral and written English, and proper spelling, punctuation, and composition.

ABILITY TO:

- Develop implement and apply sound programs, policies and procedures in accordance with Federal, State and local laws, ordinances and policies.
- Analyze data, communicate complete information, develop recommendations and prepare and present effective written and oral reports.
- Provide effective employee management, effective leadership, supervision, training and work evaluation.
- Interpret, apply and effectively explain laws, rules, regulations and departmental policies.
- Exercise sound and independent judgment, conduct independent analyses and make recommendations on complex, sensitive and controversial issues.
- Establish clear goals and objectives in order to create an organization that delivers excellent customer service through ethical leadership standards.
- Establish, maintain and foster cooperative relationships by promoting effective partnerships with department peers, employees, citizens, and others contacted in the course of work.
- Work effectively in time-sensitive situations and coordinate multiple projects and complex tasks simultaneously.
- Communicate effectively orally and in writing and make clear and convincing presentations.
- Develop creative and practical solutions to complex and difficult problems.
- Communicate tactfully, sensitively, and effectively with employees and employee representatives.
- Establishing and maintaining working relationships with professional colleagues in other public jurisdictions.
- Provide effective administrative and technical leadership to the Human Resource Department.

- Respond effectively to requests for assistance from other department managers.
- Read, understand, and apply established City policies, procedures, practices, and regulations.
- Maintain confidentiality.
- Make rapid and sound independent judgments.
- Operate a personal computer and related programs, including spreadsheet and word processing programs.

DESIRED MINIMUM QUALIFICATIONS:

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

Education:

Bachelor’s Degree from an accredited college or university with a major in personnel, human resources, public administration, business administration, or a related field.

And

Experience:

Five (5) years of increasingly responsible experience as a Personnel or Human Resources Manager in a public or private sector environment with work in recruitment, classification and compensation, benefits administration, training, and labor relations/negotiations. Two (2) years of supervisory experience is required.

Master’s Degree from an accredited college or university may be substituted for one year of experience. There shall be no substitution for supervisory experience.

Possess and maintain a valid California Driver’s License.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually minimal.

While performing the duties of this job, the employee is regularly required to sit and operate a computer for extended periods of time. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Effectively deal with stressful situations and work under time pressures.