

CLASS SPECIFICATION
Human Resources Director

GENERAL PURPOSE

Directs a comprehensive Citywide human resources program, including recruitment, selection, employment, classification, compensation, employee relations, performance appraisal, benefits administration and related internal services. Provides expert professional assistance and guidance to City management on human resources and employee relations matters and works in a cooperative and interest-based manner with employees and their representatives to resolve concerns. Manages the City's payroll function, working in concert with finance personnel to ensure full compliance with applicable laws, codes and regulations; and guarantees that timely, accurate, sound and consistent best practices are followed without exception.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing a comprehensive range of human resources management services to support and maintain professionalism, productivity, and effective communications at all levels in the organization and across department lines. Duties are varied and require the consistent application of impartiality and sound judgment. Responsibility for the payroll function is also assigned to this class. This requires direct oversight and an understanding of the methods to be used to achieve accuracy and timeliness in the processing of payroll with strict adherence to governmental standards. The position holds a fiduciary duty to protect the holdings of the City and properly disburse funds to and on behalf of City employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Manages and evaluates the work of the Human Resources Department staff, participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget.
2. Plans and evaluates the performance of staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's human resources policies and procedures and labor contract provisions.

3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving City objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. With other members of the executive management team, participates in the development and implementation of City strategic and business plans, goals and objectives; leads and directs department staff in the development and application of new processes and technologies to achieve higher efficiency, productivity and customer service in department work processes.
5. Develops, implements and administers comprehensive human resources management programs, policies and procedures and guidelines across all City departments, consistent with state and federal requirements and sound professional principles and practices; confers with and coordinates the implementation of programs, policies and practices with City departments; provides expert advice to executives, managers and supervisors on a wide range of human resources management issues and practices; provides internal consulting on a variety of complex, sensitive and confidential organizational and human resources issues; manages, directs and participates in the development of City-wide human resources policies and procedures.
6. Participates in negotiating and administers labor contracts after agreement is reached; advises executives, department heads and other managers and supervisors on employee relations matters, including grievance and disciplinary procedures and actions; represents the City in grievance and disciplinary actions; works with employee and labor organizations to resolve problems; proposes and implements new and revised human resources policies.
7. Directs recruitment, testing and selection activities for represented and non-represented positions; directs the development and maintenance of comprehensive classification and compensation plans; approves completed classification and job evaluation studies; directs administration of City performance management practices and programs; directs the maintenance of central personnel records.
8. Proposes and directs administration of a broad program of health and welfare benefits; recommends benefits program design changes; negotiates benefit plan provisions and rates.
9. Directs the investigation and resolution of complaints; represents the City in dealing with state and federal compliance agencies and in hearings and litigation on employment matters; works with and assists City attorneys and outside labor counsel in developing and presenting the City's position for hearings and litigation.
10. Directs the development and delivery of training for managers and supervisors on human resources legal and procedural requirements; interprets City policies and procedures and precedents for managers and employees.
11. Monitors developments in areas of responsibility; analyzes proposed state and federal law, regulations and court decisions for their impact on City practices and operations; recommends and implements policy and procedure changes consistent with requirements; directs and conducts research and analysis of human resources and employee relations needs, recommends appropriate actions and implements plans, organizes, and manages the financial management component of payroll

processing; monitors and oversees activities and operations of payroll to ensure full compliance with applicable laws, codes and regulations. Ensures that City policies, practices and procedures are carried out within a framework based on sound financial management principles.

12. Institutes procedures for internal auditing, cross-referencing and establishes a series of check and balance practices that are carried out routinely in order to eliminate errors, omissions, or other acts detrimental to the payroll process.
13. The Director will also assume leadership of Moreno Valley's dynamic "Service that Soars" program, a key element of the City's culture which reflects our commitment to providing exemplary customer care.

OTHER DUTIES

1. Represents the City on professional and community boards and committees.
2. Directs and coordinates intern and temporary employment programs.

QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of public human resources administration, including recruitment, testing, selection, equal employment opportunity, employee relations, classification and job analysis/job evaluation, compensation, benefits design and administration, employee and management development and performance planning and appraisal.
2. Principles and practices of labor management relations, including negotiation and contract administration techniques.
3. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
4. Principles, methods and techniques of strategic and business planning.
5. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
6. Methods, practices, documents and terminology used in processing payroll and financial recordkeeping.
7. Functions and operations associated with payroll issues.
8. Theory, principles and practices of government accounting and internal control.
9. Research methods and analysis techniques.
10. City functions and operations and associated human resources management issues.
11. Principles and practices of internal consulting.
12. Organization and functions of a City Council.

13. Trends and practices in human resources management.
14. Principles and practices of sound business communication.
15. Principles and practices of effective management and supervision.
16. City human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, direct, manage, coordinate and integrate a broad, centralized, human resources management program.
2. Define complex management, fiscal, budget and strategic planning issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations on complex human resources management issues.
3. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions governing the City's human resources management programs.
4. Present proposals and recommendations clearly, logically and persuasively in public meetings.
5. Consult effectively with executives, other directors and managers to develop solutions to complex organizational and people management issues.
6. Represent the City effectively in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.
7. Evaluate human resources management practices and procedures and make sound recommendations for improvement.
8. Evaluate and interpret data in both statistical and narrative form and describe findings in an understandable and logical manner to supervisory personnel.
9. Develop and implement appropriate procedures and controls.
10. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
11. Exercise sound, expert independent judgment within general policy guidelines as well as work in a collaborative manner with superiors in determining a course of action.
12. Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel and employee payroll issues.
13. Establish and maintain effective working relationships with all levels of City management, employee organizations and their representatives, other governmental officials, employees, the public and others encountered in the course of work.

EDUCATION, TRAINING & EXPERIENCE

A bachelor's degree with a major in public or business administration, human resources management, psychology or a related field; and at least ten years of progressively responsible human resources management experience, including labor management relations, and at least five years of experience in a supervisory or program management capacity; and at least five years of experience working in and/or supervising payroll operations.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of City management, employee organizations and their representatives, other governmental officials, employees, the public and others encountered in the course of work.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet.