



Class Code: 054.1
WP Code: HRDirector
Established: 6-98
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EEO Code: O

CLASS SPECIFICATION

City of Newark, California

HUMAN RESOURCES DIRECTOR

DEFINITION

Under administrative direction of the City Manager; to direct activities of the Human Resources Department including recruitment and selection, job analysis and classification, compensation and benefits, workers compensation, training and employee development, labor relations, administration of agreements with employee organizations and overall responsibility for managing the department and optimizing resource utilization; provide expert professional assistance to City management staff in areas of responsibility; participate as a member of the City's Executive Management Team in the consideration of general City policies, programs and concerns; and perform related work as assigned.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the Human Resources Department.

Plan, organize, administer, review and evaluate the activities of subordinate professional, technical, and clerical staff.

Direct the preparation and administration of the department's budget.

Confer with City management regarding major personnel and employee relations activities or problems.

Direct the maintenance of centralized personnel records.

Ensure that governmental and policy regulations are met.

Direct the administration of programs and activities related to recruitment and selection, job analysis and classification, compensation and benefits, affirmative action and training.

Serve as chief negotiator in working with bargaining units and participates in labor relations activities including interpretation of labor agreements, resolution of grievances and formulation of policies and strategies.

Direct the planning and implementation of training and performance evaluation programs.

Develop, implement, maintain, and interpret personnel and administrative policies and procedures.

Human Resources Director

Direct the workers' compensation program.

Direct or perform analytical studies; develop and review reports of findings, alternatives and recommendations; direct the preparation of a variety of periodic and special reports regarding departmental activities;

Makes presentation before the City Council and participate on various city management committees; represent the City in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public.

Monitor developments and legislation related to employee relations matters; evaluate their impact upon City operations and recommend and implement policy and procedural improvements.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of personnel administration, including recruitment and selection, classification and job analysis, compensation and benefits, and training and employee development.

Principles and practices of labor relations, including negotiating techniques.

Administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision.

Applicable laws and regulations.

Use of computers in the personnel and labor relations functions.

Ability to:

Plan, organize, administer, review and evaluate personnel, employee development and labor relations activities.

Select, train, motivate and evaluate assigned staff.

Develop, implement and interpret goals, objectives, policies, procedures, work standards and internal controls.

Analyze complex problems, evaluate alternatives and make creative recommendations.

Negotiate labor contracts and other dispute resolution agreements.

Exercise sound independent judgment within general policy guidelines.

Human Resources Director

Establish and maintain effective working relationships with those contacted in the course of work.

Represent the City effectively in meeting with others.

Prepare clear, concise and competent reports, correspondence and other written materials.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of progressively responsible management or supervisory experience in various areas of the personnel administration, including labor relations.

Training:

Equivalent to a Bachelor's Degree in public administration, human resources, industrial psychology or a closely related field. A Master's Degree is desirable.

License or Certificate

Possession of, or ability to obtain, a Class C California driver license.

Probationary Period: 12 months

FLSA: Exempt