



CITY OF ALBANY POSITION DESCRIPTION

HUMAN RESOURCES DIRECTOR

Definition:

Plans, organizes, manages, and conducts the activities and operations of the City's Human Resources Office including employee recruitment and selection, classification and compensation, benefits administration, labor relations, workers' compensation, training and development, and organizational development; coordinates activities with other City departments and outside agencies; provides advice, counsel, and assistance to management and City employees; provides highly responsible and complex administrative support to the City Manager; serves as a member of the City's management team; performs related duties as required.

Under the administrative direction of the City Manager or Assistant City Manager, this single position job classification serves in a mid-management capacity over all human resources activities. This position requires comprehensive specialized and technical knowledge and expertise in human resources functional areas, a high level of initiative, sound judgment, communication skills, and strong management and leadership skills.

Examples of Duties:

Duties include, but are not limited to, the following:

- Develops, plans, and implements Human Resources goals and objectives; develops, implements, and administers the City's personnel policies and procedures.
- Performs professional and technical duties related to recruitment, selection, classification, compensation, employee benefits, labor, employer/employee relations, workers' compensation, training, and organizational development; prepares related documentation including job descriptions and postings, salary schedules, comprehensive reports, records, matrices, draft contracts, and training outlines.
- Advises, counsels, and assists operating departments and employees on matters pertaining to City human resources policies and practices including, but not limited to, performance evaluations, grievances, disciplinary matters, and other employee concerns.
- Coordinates office activities with those of other City departments and offices as well as outside agencies and organizations; provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence.
- Participates in labor relations activities, including union/association contract negotiations and meet and confer sessions.
- Coordinates the examination and handling of unemployment, disability, and workers' compensation claims.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends appropriate service and staffing levels.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary; provides periodic reports on Human Resources activities; attends City Council and other meetings as required.

- Provides professional, technical, and administrative support to the City Manager; prepares staff reports and implements projects.
- Participates in the development and administration of the Human Resources Office's annual budget.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources management.
- Serves as staff for the Civil Service Board; prepares and presents staff reports and other necessary correspondence.
- Performs related duties and responsibilities as required.

Qualifications:

Knowledge of: principles and practices of public human resources administration including recruitment, selection, classification, compensation, employee benefits, labor, employer/employee relations, workers' compensation, training, and organizational development; applicable local, State and Federal laws, rules, and regulations, e.g., EEO, ADA, FLSA, etc.; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; principles and practices of a municipal organization, administration, and public human resources management; principles of supervision, training, and performance evaluation; principles and practices of municipal budgeting; operation of personal computers and associated hardware; the English language including spelling, punctuation, and grammar; effective methods of communication both verbal and written.

Ability to: plan, organize, direct, and control division administration and operations; develop and implement City-wide personnel policies and procedures; gain cooperation through discussion and persuasion; demonstrate tact and diplomacy with employees, the public, and others; prepare and administer a budget; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; interpret and apply City policies, procedures, rules, and regulations; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; operate a variety of office machines including copier, fax, and personal computer.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical background that would likely provide the required knowledge and abilities would consist of the following:

- Five years of increasingly responsible professional experience in public human resources administration and management.
- College level coursework in human resources management, business administration, public administration, or a related field. (Possession of a Bachelor's degree from an accredited college or university is desired.)
- Must possess a valid class C California driver's license.

Approved by City Manager _____