

HUMAN RESOURCES DIRECTOR

DEFINITION

Under general direction of the City Manager, to plan, organize, direct, and manage the City's human resources, payroll, and risk management functions; to administer City's recruitment, selection, and employee relations; to coordinate City personnel and labor relations functions; to supervise the development and maintenance of the City payroll system, including preparation of payroll/reports; to coordinate and administer risk management programs; to assist the City Manager by developing and administering management information systems; to coordinate assigned activities with other City departments and outside agencies; to supervise, train, and evaluate the work of staff assigned to the Human Resources Department; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt.

DISTINGUISHING CHARACTERISTICS

This is the top level executive management classification for the position which has responsibility for managing and directing the services and functions of the Human Resources Department as well as serving as the primary human resources advisor for the City Council, City Manager, and City staff.

REPORTS TO

City Manager.

CLASSIFICATIONS SUPERVISED

Office Assistant, Administrative Assistant I/II, Executive Assistant, Human Resources Assistant, Payroll Technician, and other assigned support staff.

ESSENTIAL FUNCTIONS

Plans, organizes, manages, and directs human resources, payroll, and risk management functions. Develops, plans, and implements department goals and objectives. Supervises, trains, motivates, and evaluates work performance of assigned office support staff.

Develops, plans, implements, and administers City personnel policies and procedures. Directs and coordinates recruitment, selection, and orientation for vacancies including screening and testing applicants and other pre-employment activities for City positions; and prepares job announcements and schedules interviews. Provides and coordinates staff development and training. Performs classification and compensation duties; and maintains City classification plan and updates job specifications. Conducts compensation surveys and other research for labor relations. Administers labor units

memoranda of understanding; and participates in “meet and confer” sessions with employee organizations. Maintains confidential information in accordance with legal standards and/or City regulations. Directs upkeep and maintenance of centralized personnel records. Serves as Administrator for CalPERS retirement benefits and Health Benefits Officer for CalPERS health benefits. Directs the administration of insurance and other employee benefits; and reviews contracts for insurance coverages. Serves as the City’s representative at Administrative Hearings for unemployment insurance disputes. Administers leave under the Federal Family Medical Leave Act, California Pregnancy Disability Leave, and California Family Rights Act. Administers and participates in advising departments on proper handling of employee issues including employee selection, training, evaluation, counseling, disciplinary actions, grievances, and appeal hearings. Works with City management staff on personnel actions, providing advice and consultation on appropriate rules, regulations, and procedures. Provides periodic reports on department activities to the City Council; prepares and presents staff reports and correspondence; and directs special projects and research as assigned. Attends City Council meetings as required; may attend night and weekend meetings.

Serves as Risk Manager, Americans with Disabilities Act (ADA) Coordinator, and Safety Official. Conducts interactive process meetings with employees. Assesses workplace risks; and assures compliance with established codes and regulations. Serves as the City’s Designated Employer Representative (DER) for the City’s Department of Transportation Consortium Program. Oversees the City’s general liability insurance claims management and works closely with third party claims administrators on insurance related issues. Investigates claims filed against the City and on behalf of the City (restitution); administers workers’ compensation claims; investigates accidents and prepares reports; and represents City at related hearings. Serves as City representative and primary voting member on the Board of Directors for the Central San Joaquin Valley Risk Management Authority.

Performs a variety of accounting, fiscal analysis, and auditing in the preparation, maintenance, and analysis of City payroll; ensures that payroll data and reporting is in compliance with Fair Labor Standards Act and other applicable federal, state, and local rules and regulations; and reviews payroll transactions for accuracy. Interprets and applies memoranda of understanding and contracts for implementation. Reviews and maintains employee leave balance data. Serves as a major source of information regarding payroll processing, policies, regulations, and procedures in response to City staff and management.

Supervises and participates in development and administration of the Human Resources, Non-Departmental, Employee Benefits, Risk Management, and Information Technology budgets as well as the City’s personnel and labor budget; directs for forecast of additional funds needed for staffing, equipment, materials, and supplies; and monitors and approves expenditures.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX; operate an automobile.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; frequent contact with other staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Principles and practices of municipal organization, administration, and public personnel management including employer-employee relations, benefits, retirement programs, and classification and pay.
- Principles of personnel management including recruitment, selection, supervision, training, and employee evaluation.
- Planning, organizing, and directing risk management operations and health and safety programs.
- General accounting theory, principles, and practices.
- Policies, practices, and methods of public agency payroll processing.
- Pertinent federal, state, and local laws, codes, and regulations.
- Records management, establishment, and maintenance of files and information retrieval systems.
- Budget development, administration, and expenditure control.
- Computers and software applications related to personnel management, payroll, and risk management functions.

Ability to:

- Plan, organize, manage, and direct the human resources, payroll, and risk management functions.
- Provide supervision, training, and work evaluations for assigned staff.
- Develop and implement department policies and procedures.
- Serve as the Risk Manager.
- Serve as the Health Benefits Officer.
- Serve as the City's Designated Employer Representative (DER) for the City's Department of Transportation Consortium Program.
- Read, understand, and interpret codes, statutes, and information related to the development and maintenance of City payroll.
- Prepare and monitor department budgets.
- Prepare City's personnel and labor budget.

- Communicate clearly and effectively.
- Consult with management and staff.
- Prepare clear and concise reports and develop appropriate recommendations.
- Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- Establish and maintain effective working relationships with staff, public, and organizations.

Training and Experience:

- Five (5) years of increasingly responsible professional experience in human resources, risk management, records management, employee benefits, and budgeting; and
- Five (5) years of administrative management and supervisory capacity.

SPECIAL REQUIREMENTS

- None.

Education:

- Graduation from an accredited college or university with a Bachelor's degree in personnel administration, public administration, business administration, or closely related field.

License:

- Possession of a valid California driver's license.

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