

CITY OF COVINA

DIRECTOR OF HUMAN RESOURCES

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, manages, oversees, and directs the operations and services of the Human Resources Department, including recruitment, selection, employee and labor relations, classification, compensation, training, public liability, and Workers' Compensation; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; oversees and maintains records and personnel files; serves as a technical resource and provides responsible and complex staff support for the City Council, City Manager and other City personnel; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Director of Human Resources** is the administrative management level class which oversees all functions and operations of the Human Resources Department and is responsible for the overall planning, organizing and administration of the City's Human Resources Department. The incumbent is expected to perform the full scope of assigned duties. This classification is distinguished from the next higher classification of Assistant City Manager in that the latter has overall responsibility for assisting in the administration of all City Departments and operations.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the City Manager or Assistant City Manager. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts full responsibility for all of the City's Human Resources related activities and services, including recruitment and selection, employee and labor relations, classification, compensation, training, public liability, and Workers' Compensation; creates, implements, coordinates, and manages personnel policies and procedures, employee performance evaluation systems, the Injury and Illness prevention program, and unemployment claims.
- Develops, implements and maintains the Human Resources Department's goals, objectives, policies and priorities for appropriate service areas; ensures that established goals and priorities are achieved.
- Plans, directs, assigns, and coordinates the Human Resources Department's work plan through appropriate Department staff; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.

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- Reviews and evaluates service delivery methods and systems, including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services.
- Oversees the selection, training and evaluation programs for City personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; executes disciplinary action and recommends termination procedures.
- Initiates special studies for meet and confer purposes; coordinates cost analysis on negotiation proposals; conducts classification and salary studies, and makes recommendations to the City Manager and Assistant City Manager; initiates, conducts and/or oversees investigations relative to complaints of discrimination and/or harassment; provides assistance and guidance to departments in the use of and appropriate procedures to follow in taking disciplinary actions against employees.
- Administers the citywide employee benefit and retirement program activities through contract administration and outside provider services.
- Manages and coordinates the development of the Human Resource Department's budget; monitors and approves expenditures; advises appropriate program personnel on budget matters; makes adjustments to the budget as necessary.
- Provides assistance to the City Council and all City Staff; serves as a technical resource; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment; drafts proposed resolutions and ordinances; prepares correspondence, reports and makes recommendations to the City Manager and Assistant City Manager.
- Attends and participates in professional and community meetings; stays current on issues relative to the fields of human resources, risk management, Workers' Compensation and service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the Department.
- Provides technical support to the Chief Negotiator for the City in the negotiation of labor agreements with employee organizations; acts as Chief Negotiator as assigned; drafts contract language; administers labor agreements; represents the City in labor and management issues.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is

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required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Director of Human Resources**. A typical way of obtaining the required qualifications is to possess the equivalent of six years of increasingly responsible experience in Human Resources, including three year as a supervisor, and a bachelor's degree in human resources, business, public administration or closely related field.

License/Certificate:

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

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and techniques of public human resources administration, organization and operation; recruitment and selection techniques and procedures; principles and practices of public risk management, safety, loss control, self insurance programs, Workers' Compensation, and property liability; benefit and retirement system administration; principles and practice of employer-employee relations; principles and practices of budget administration; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including labor laws; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, direct, manage, assign, and coordinate the work of the Human Resources Department; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; properly interpret and make decisions in accordance with laws, regulations and policies; negotiate labor agreements and write labor contract language within the authority granted by the City Council; analyze complex administrative, personnel, benefit, and risk management issues; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and

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implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.