



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Human Resources Director

Department: Human Resources Reports to: Mayor Pay Grade H18
Date Established: 5/2014 Date Revised: 2/2019 FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Human Resources Director performs a variety of complex administrative, managerial and professional duties related to planning, organizing, directing and coordinating the human resource system of the city, including classification, compensation, recruitment, selection, employee relations, labor relations, employment law compliance, HRIS, employee benefits, management development, and employee health and safety. Under general direction from the Mayor and City Council, work is performed within policies and administrative regulations with wide latitude for exercise of independent judgment. This position may be appointed by the Mayor and confirmed by City Council.

The job requires considerable education and experience to successfully carry out the responsibilities of the position including interpreting applicable laws and regulations, planning, developing, implementing and directing policies and programs to guide effective work behaviors and organizational management; working with political officials within and outside the City's organization; analyzing benefits trends, costing and compliance, particularly as it relates to healthcare and other benefit programs; developing and monitoring the department's budget; applying compensation rules and options; overseeing job classification, employee recruitment and selection; negotiating collective bargaining agreements and maintaining professional relationships with bargaining groups; managing departmental operations including applicable laws and regulations; directing on-line and on-site training programs; applying principles of supervision, including evaluation and motivation techniques; and employing diplomacy and mediation methods to address and resolve human resources challenges.

The Human Resources Director demonstrates excellent communication and managerial skills, an attitude of cooperation, and the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work is conducted in a general office environment with stable temperatures and a moderate level of noise.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Directs all aspects of the city Human Resource Management functions; develops and implements personnel policies; recommends and implements guidelines and practices; oversees personnel records management; assures completeness and confidentiality of HR records; monitors and assures city-wide compliance with federal and state statutes; solicits legal opinions in matters of liability; investigates alleged violations of law and HR regulations.

Plans, directs, and manages the work of Human Resources staff including hiring, performance evaluations, transferring, promoting, assigning of significant duties, rewarding, disciplining and terminating employment. Provides consultation to other City Department Directors regarding all human resources functions including application of policies, disciplinary actions, due process hearings and terminations. Consults with City employees on human resources policies and practices and assists employees to resolve work related problems.

Develops and recommends HR annual operating budget; completes metrics evaluation and reporting; monitors office expenditures to ensure compliance with established fiscal guidelines and budget limitations.

Oversees the city-wide recruitment and selection processes, including those regulated by civil service rules; serves as liaison to the Civil Service commission; coordinates and participates in selection of Department Directors.

Participates in city union contract negotiations process; analyzes various contractual conditions and provisions for various bargaining units of the city; prepares collective bargaining agreement proposals; projects costs of various contract features; coordinates management team discussion and assists in determining contract offers to be extended during negotiations.

Oversees the City's compensation programs and system; directs internal and external studies to assure pay equity and market competitiveness; oversees the City's performance evaluation program through department heads and supervisors; develops and implements personnel management rules as required by law; monitors leave practices, overtime practices, etc.

Oversees general employee relations processes; monitors application of policies to assure fair and consistent treatment of employees, i.e., recruitment, selection, compensation, advancement, etc.; resolves complex issues related to compensation, discipline and discharge; conducts investigations as needed.

Oversees employee wellness program, identifies best practices in the wellness industry, analyzes, City-wide participation rates, recommends and implements new programs; oversees employee safety activities and workers' compensation program.

Oversees Title 1 of the Americans with Disabilities Act; services as resource to department heads regarding ADA compliance; may participate in the interactive process and, with department heads, identifies reasonable accommodations.

Oversees new staff orientation program and management training and development programs.

Administers city grievance processes; promotes harmony among workers and resolves grievances; coordinates the appeals and grievance hearing processes and procedures, including those required by civil service rules; assures timely processing of grievances and various review levels; coordinates hearing times and locations.

May serve as a member of AIC Legislative Committee (to review and comment on proposed legislation affecting Idaho municipalities); may make presentations on human resources related topics to local organizations and at statewide conferences (ICRMP, AIC, PRIMA).

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Human resource management theory, methods, and practices;
- The legal environment related to human resource management including federal and state laws, codes and regulations;
- Benefits trends, costing and compliance;
- Compensation laws and guidelines, pay structures and reward programs;
- Job classification and job valuation methods;

- Labor relations and effective collective bargaining agreement negotiation methods;
- Training and development theory, adult learning principles;
- The art of diplomacy and cooperative problem solving;
- Leadership and organizational behavior management;
- Program analysis and forecasting;
- Municipal budgeting practices;

Skill and Ability to:

- Analyze, evaluate and propose human resources management programs and policies;
- Analyze problems, identify alternative solutions, and project consequences of proposed actions;
- Provide consultation to employees at all levels of the organization
- Interpret, communicate, and apply complex Federal, State and local policies, procedures, laws, and regulations;
- Work independently and exercise initiative, with general guidance and supervision;
- Demonstrate strong customer service principles including issue resolution;
- Communicate effectively, verbally and in writing;
- Prepare and analyze comprehensive reports;
- Develop, write, and communicate new and revised policy;
- Maintain quality work production while dealing with deadline pressures imposed from within and without the division;
- Make prudent decisions where established procedures do not always apply;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public;
- Operate a personal computer and job-related software applications.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor’s Degree in Human Resources Management, Business Management or related field is required; and
- Preferred professional certification such as PHR, SPHR, IPMA-CP, CLRP; and
- At least eight (8) years’ experience in human resources management with five years in higher-level management and administration.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require sitting for long periods, accessing stored file boxes and file cabinets and moving and organizing physical file materials. The employee must occasionally lift 25pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.