

JOB DESCRIPTION

City of Patterson



Human Resources

DIRECTOR OF HUMAN RESOURCES

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

This is a single position Director level class, and as such, manages all activities throughout the City related to the broad function of human resources, including recruitment and selection, job analysis and classification, and compensation; benefits administration, employee training and development, equal employment, employee records maintenance, the negotiation and administration of agreements with employee organizations; and risk management to include safety, City liability program, and workers' compensation.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager.

This position does exercise supervision over assigned management, supervisory, professional, technical and administrative support personnel.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to:

Plan, organize, control and direct the activities and operations of the Human Resources Department; review progress and direct changes as needed; develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures; develop and implement long and short-term strategic plans in support of department and City-wide goals and objectives.

Manages the development and administration of the Human Resources Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, supplies, and services; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement disciplinary actions and terminations; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Direct the City's labor relations program including meet and confer, investigation of grievances; recommend and secure Council authorization for negotiating parameters; provide analysis on negotiation issues and make presentations to the City Council; serve as management representative in negotiating collective bargaining agreements devise negotiation goals and strategies.

Coordinate with employee associations, their leadership, business representatives and legal counsel to resolve employee and labor relations issues, including contract interpretation, problem solving, and complaint and grievance resolution.

Administer the City's risk management program to include processing liability claims against the City, preparing claim; and legal responses, participate in the defense of claims against the City; maintaining insurance certificates; attending risk management Board meetings as required; managing the City's Injury and Illness Prevention Plan; OSHA regulation; and other related risk management duties.

Administer the City's workers' compensation program to include claims processing and prevention, investigations, preparing reports for insurance carriers, represent the City at related hearings, and participation on the Safety Committee.

Coordinate, maintain, and direct the administration of City personnel policies, practices and procedures; advise employees, supervisors and managers in their interpretation; monitor developments and legislation related to human resource matters, evaluate their impact upon City operations and recommend and implement policy and procedural improvements.

Oversee the equal opportunity and diversity functions of the City, including recruitment outreach, training, state and federal reporting, referral of complaints for investigation, and consultation with supervisors and managers.

Oversee recruiting, testing, selection, classification and compensation activities; review and negotiate changes.

Oversee the employee benefits program; recommend and negotiate changes; consult with brokers and actuaries; recommend funding options to the City Manager.

.Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research, prepare and present technical and administrative reports and studies to Council, commissions and a variety of committees; prepare written correspondence as necessary.

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: principles and practices of public human resources administration, including methods and techniques used in labor relations, negotiations, recruitment and selection, testing, classification and pay, salary and benefits administration, training and equal employment opportunity; principles and practices of labor relations in the public agency setting, including effective negotiating techniques.

Working knowledge of: principles and practices of leadership, motivation, team building and conflict resolution; principles and practices of organization, administration and employee management.

Knowledge of: basic budget preparation and administration; applicable federal, state and local laws and regulations; health, life, property, casualty and liability insurance coverages and workers' compensation law;

Ability to: plan, direct and control the administration and operations of the Human Resources Department; prepare and administer department budgets; negotiate effectively and perform advanced professional level labor relations and employee relations work; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Develop and implement department policies and procedures; select, train, motivate and evaluate assigned personnel; interpret and apply Federal, State, local and department policies, procedures, laws and regulations; work with and control sensitive, confidential information.

Identify and respond to public and City Council issues and concerns; establish and maintain cooperative working relationships with those contacted in the course of work; exercise sound independent judgment within general policy guidelines and legal constraints; represent the interests of the City effectively in meetings with others; prepare clear, concise and competent analytical and technical reports, correspondence and other written materials.

Read, speak, write, and comprehend English to explain complex policies and instructions in plain language and to communicate effectively with elected officials, executives, other departments, agencies, employee organizations and the general public.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass pre-employment examinations which may include various position related background, reference, medical, physical agility, second language ability, certificate or license verifications.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

MINIMUM QUALIFICATIONS

Education: A Bachelor's degree from an accredited four-year college or university with major course work in business or public administration, human resources, industrial relations or a closely related field; a Masters' degree a plus.

Experience: Seven years of increasingly responsible experience in professional human resources work including three years of experience of Manager, Deputy Director or Director level responsibility. Experience in a public agency setting is desirable.

License: Possession of a driver's license at the appropriate level including necessary special endorsements required by the State of California may be required for some positions to perform the essential job functions of the position.

Required Certification: None

Classification: Director, Exempt, Confidential

PHYSICAL REQUIREMENTS

Environmental Conditions: Work is performed in an office environment.

Physical Conditions: Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, grasping, and making repetitive hand movement in the performance of daily activities. Acute hearing is required when providing phone and personal services. Frequent reading and close up work.

Frequent decision making and concentration required.

NECESSARY SPECIAL REQUIREMENTS

NONE

FLSA Exemption Status: Exempt – At Will

Approved: 6/7/16

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