

Director of Human Resources

Distinguishing Features of the Class:

Serves as personnel officer and a key member of the City of Auburn's senior management team, facilitating human resource initiatives throughout City government. Develops strategies and organizational and administrative structures to support the achievement of the City's goals and objectives. Plans, develops, implements and administers programs for all human resource areas, including employment, benefits and compensation, labor relations, EEO, compliance and policy, Civil Service compliance, employee safety and training, including the Auburn Supervisory Training Institute. Ensures compliance with all federal and state regulations. In addition, the employee in this position performs a variety of administrative functions in support of the local Civil Service Commission.

Typical Work Activities

- Assumes an essential role with the City's senior management team in promoting the best interests of the City. Develops proactive HR programs that improve productivity, communication and employee accountability. Maintains a visible presence in the City, regularly interacting with all management staff and employees.
- Coordinates recruitment, selection and hiring program, including internal postings, advertising and aids in the administering Civil Service Law and outside resources to fill vacancies with the most qualified individuals. Work in tandem with management teams in the interviewing and selection process. Plans proactively in anticipation of future hiring needs.
- In conjunction with City's IT staff, develop efficient human resource information systems and other best HR practices in the City. Creates valuable, real time data and reporting from these systems that will be an effective tool in time and attendance record keeping, benefit analysis, performance appraisals and other City processes.
- Continually evaluates compensation and benefits programs to ensure competitiveness with other similar government organizations. Acts as a resource of labor negotiations in these areas. Responsible for the administration of all employee benefit programs, including medical, dental, disability, workers' compensation, and retirement plans. Evaluates program effectiveness and efficiencies and implements changes as needed. Participates in development of annual budget for benefit and compensation programs.
- Identifies and oversees supervisory and employee skills training for all City personnel. Conducts a training needs analysis for all supervisory staff to determine those areas that need to be enhanced. Develop and deliver a supervisory training curriculum for supervisors including coaching, counseling and corrective discipline, sexual harassment, and conducting performance appraisals. Supervises the Auburn Supervisory Training Institute.

- Advises management team in human resource practices and policies, recommending and implementing appropriate changes or decisions. Ensures compliance with all federal and state regulations, such as ADA, FMLA, COBRA, EEO, etc. Provides information, advises and counsels employees regarding all human resource programs. Makes appropriate recommendations regarding changes to the City's Employee Handbook and ensures that all adopted changes are disseminated to all employees.
- According to state law, may serve as the designated personnel officer for the City.
- Designs the City's personnel recording keeping system including ensuring that all personnel records are maintained in accordance with HR best practices and in compliance with applicable federal and state requirements. Reviews all personnel forms used by the City and develops new forms accordingly.
- Coordinates with local Civil Service Commission to ensure that all non-elected positions have current and accurate job descriptions that are in compliance with ADA requirements. Review all positions for proper FLSA exempt/non-exempt classification.
- Provide assistance to members of the public, employees, department heads, the City Council by answering questions relating to Civil Service regulations through personal contact, via phone and by written correspondence.
- Assists in the administering of the Civil Service examination program.
- Provide for safety training and related issues for all employees.
- Administer the complete Civil Service examination program. Process, review and approve exam requests and applications, prepare exam announcements, prepare exam fee statement for the City Treasurer, schedule and conduct exams, process exams for the State Civil Service.
- Provide for safety training and related issues for all employees.
- Be familiar with Human Rights issues in order to refer clients to proper City, County and State agencies.
- Does related work as required

SUPERVISORY RESPONSIBILITIES

The Human Resources Director may have supervisory responsibilities over secretarial and administrative staff.

MINIMUM QUALIFICATIONS

Either:

- (A) Bachelor's degree in Human Resources, Labor Relations, Public Administration or a related field and five (5) years of progressively responsible human resource management experience; or
- (B) Master's degree in the areas outline in (A) above and three (3) years of progressively responsible human resource management experience.

Special Requirements: PHR or SPHR certification preferred; strong interpersonal and communication skills; solid PC skills, including spreadsheets and word processing.

COMMUNICATION SKILLS

Ability to read, analyze and interpret general reference periodicals, professional journals, technical procedures, government regulations, financial reports and legal documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to prepare reports and correspondence, as well as presentations and articles, using original or innovative techniques or styles. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management of own organization or outside organizations, public groups, and/or members of City Council.

SPECIALIZED SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, interest and percent and create and/or interpret spreadsheets and graphs. Ability to analyze financial data and reports. Knows policies and procedures, and can recommend a course of action to others. Ability to work with several software applications and retrieve data.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand or walk and talk or hear. The employee must occasionally lift and/or move up to 10 pounds.

EMPLOYER'S DISCLAIMER

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description is no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required by the City Manager and/or the City Council.
- This job description does not create a contract of employment, express or implied.