

CITY OF BRISBANE

HUMAN RESOURCES DIRECTOR

Definition

Plans, directs, coordinates, manages and participates in the activities of the City's Human Resources Department including management of workers, compensation, employee benefits, employee safety, labor relations; employee relations, recruitment, classification and compensation, and city-wide training.

Class Characteristics

This is an executive management classification that oversees, directs, and participates in all Human Resources Department programs, including the day-to-day operations and both short and long-range planning and budgeting. Responsibilities include coordinating the activities of the Human Resources Department with other City departments and divisions and managing the complex and varied functions of the department. The incumbent is accountable for accomplishing program planning and operational goals and objectives for the department, and furthering City goals and objectives within general policy guidelines.

Supervision Received and Exercised

Receives general direction from the City Manager.

Exercises supervision of supervisory/professional and clerical staff.

Examples of Important and Essential Duties - *the duties described below are provided as examples and are not to be considered as exclusive or all inclusive:*

- Plans, directs, administers, and oversees a wide range of human resources services in compliance with City policy, state and federal regulations; organizes and oversees human resources program areas including recruitment, classification, benefits, labor relations, employee relations, training, wellness program, workplace investigations, and worker's compensation.
- Develops and implements the Human Resources Department goals, objectives, policies and programs in accordance with City policies, goals and objectives.
- Develops and makes recommendations to the City Manager, Assistant City Manager, and operating departments regarding the creation, revision, or abolishment of Human Resources rules policies and procedures.
- Prepares, administers, and maintains the Human Resources Department budgets including forecasting future needs as well as monitoring and controlling expenditures.
- Develops goals, objectives, and performance measures for the department; assesses the effectiveness of programs and services provided and seeks ways to improve services and programs; advises directors and managers using sound human resources strategies, practices and techniques to solve complex employee and organizational issues.
- Manages and oversees the administration of personnel activities, including hiring, promoting, evaluating, establishing performance standards and reviews, training, and assigning of work responsibilities.
- Provides oversight for City's labor relations functions; interprets labor agreements and other City rules, regulations, policies and procedures; provides analytical and strategic support for labor relations matters; assists in determining proposal costs, serves as a member of the City's negotiation team.
- Administers comprehensive employee benefit program, including health insurance, pension and other post-employment benefits; keeps current on trends in the benefits market place and makes recommendations for plan amendments.

- Provides management oversight to employee protected leaves, return to work, modified work and reasonable accommodation; ensures compliance with applicable laws, rules, past practices and best practices.
- Oversees the Workers Compensation program and provides oversight to the third-party administrator and City staff; hires and directs investigators and other experts; authorizes settlements; audits claim costs and expenditures.
- Identifies, coordinates and provides Human Resources-related training to city staff, as appropriate.
- Researches, analyzes and develops recommendations on a wide range of human resources issues; monitors and analyzes laws and pending legislation which impact City operations; stays current of new trends and innovations in the field of human resources, and continually monitors the City's compliance with federal and state laws and regulations; provides technical assistance as necessary.
- Represents the department to outside agencies and organizations; participates in outside community and professional groups and committees.
- Makes presentations to various groups within the City, including City Council and agencies outside the City.
- Serves as a professional staff resource to City managerial staff.
- Prepares and directs the preparation of a variety of written correspondence, reports, policies, procedures, ordinances, requests for proposals, agreements and other written materials.
- Monitors changes in laws, regulations and technology that may affect City activities and functions; implements policy and procedural changes as required.

Qualifications

Knowledge of:

- Principles, practices and procedures of human resources management in a public agency including methods and techniques for recruitment, selection, equal employment opportunity, classification, compensation, benefit analysis and administration, employee and labor relations, employee and organizational development, workers' compensation and safety.
- Applicable federal, state, and local laws, regulations, ordinances and codes related to human resources.
- Principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Employee benefits, public sector retirement programs, payroll/HRIS systems, workers compensation, employee relations, negotiations, grievances, discipline, leave of absences,
- Communication techniques to include presentations to groups of various sizes in a positive, inclusive and motivational manner.
- Customer service techniques for dealing with employees, often in difficult or confrontational situations.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications; formats and appropriate terminology for written communications such as business correspondence, policies, procedures, and narrative reports
- Standard office procedures, practices, equipment, personal computers, and software.
- Principles and techniques of conducting analytical studies, evaluating alternatives and making sound recommendations.
- Basic budgetary and contract administration practices in a public agency.
- Records management principles and practices.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, employee representatives, and other professional organizations.

Skill to:

- Operate a variety of office equipment including computers and peripheral equipment.

Ability to:

- Provide accurate interpretations of policies and regulations.
- Analyze and evaluate extensive data effectively and objectively and to prepare oral presentations and written reports and recommendations clearly, logically and concisely.
- Understand, interpret, explain and apply laws, rules, regulations, memorandum of understandings, policies and procedures.
- Develop and administer department goals, objectives and procedures; identify problems, develop solutions, and implement a plan of action.
- Prepare and administer budgets.
- Prepare clear and concise management reports; conduct complex presentations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.
- Prepare a variety of reports and analyses, which are written clearly, concisely, and accurately.
- Analyze and interpret a variety of human resources programs.
- Analyze issues and make recommendations to resolve administrative and procedural problems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, and set priorities to meet critical timelines.
- Maintain confidentiality of sensitive information and records.
- Assist in developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department and assigned functional areas.
- Effectively representing the departments and the City in meetings with governmental agencies, contractors, applicants and various professional and regulatory organizations.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines.

Education and Experience: *Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Education: Possession of a Bachelor's degree from an accredited college or university with major course works in Public Administration, Economics, Business Administration, Political Science, Public Policy, or closely related field. A Master's degree in Public Administration or Business Administration or other related field is desirable.

Experience: Four to five years of increasingly responsible administrative management experience involving a combination of any of the following: human resources management, policy analysis, study and analysis of management, budget, organizational, and procedural problems and issues preferably in a government agency.

License: Must possess a valid California class C driver's license and have a satisfactory driving record or have the ability to travel from one location to another to attend meetings.

Working Conditions: Work in a standard office environment, with occasional off-site and/or field assignments. The ability to travel from different sites and locations; drive and/or walk safely to different sites and locations; maintain a safe driving record; maintain a neat, professional and clean

appearance; work protracted and irregular hours and evening meetings or off-sight work for meeting attendance or participation in specific projects or programs as needed.

Physical Demands: Able to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated or standing positions for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; move 35 pound boxes, files, and materials.

Approved Date: June 29, 2023
Resolution: 2023- 30

Revised Date:
Resolution:

Bargaining Unit: Confidential Management Group
Resolution: 2023-30

Former Titles:

Abolished: