

**MAJOR FUNCTION**

This is highly responsible administrative, supervisory work providing direction, guidance and oversight for specific Human Resources and Workforce Development (HRWD) functions and activities, city-wide HRWD programs, special projects, reviewing, analyzing, and making recommendations on exceptions and other complex personnel matters. The incumbent serves as a strategic partner and ensures that assigned programs, functions and activities complement the organization's mission, vision, and objectives. Work is performed under the direction of a HRWD Manager. Work and outcomes are reviewed, assessed, and coordinated through conversations, observations, meetings, periodic reports, and results attained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Functions**

Researches, develops, implements, oversees, and maintains city-wide HR programs and special projects. Ensures human resource programs and policies are in compliance with applicable federal, state and local laws, applicable human resource and personnel management standards, and related City policies and procedures. Conducts research and trend analysis and recommends strategies and processes to manage human resource programs. Serves as an expert resource to City departments and employees by providing direction and consultation on HRWD programs. Provides supervision, leadership, oversight, and direction to subordinate employees. Serves on committees for various departments for human resource related matters. Reviews proposed departmental policies to ensure there is no conflict with Personnel Policies and Procedures. Reviews, analyzes, and makes recommendations on exceptions or complex personnel matters. Contributes to the department's strategic plan, fiscal management, and problem resolution. Conducts performance evaluations and approves or disapproves merit increases. Assist other City departments and divisions and establish appropriate human capital requirements. Provide subject matter expertise in human resource policies and processes and maintain knowledge on all equal employment opportunity regulations. Performs additional work as required.

**Other Important Duties**

Ensures follow-up and closure where program recommendations are transmitted. Issues reports to management and departments on program performances, as applicable. Represents divisional human resources manager as needed. Performs other work as required. Will be required to assist as essential staff during declared emergencies.

**Emergency Situations**

During an emergency situation, employees in this classification will be required to report and carry out duties as directed for the duration of an emergency. Depending on the nature of the emergency, this may require working extended hours for several days on short notice.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of applicable federal and state laws, rules and regulations. Thorough knowledge of technical information as it applies to common situations encountered in human resource programs and processes. Thorough knowledge of related terminology, forms, manuals, agencies and organizations, report writing and various sources of information. Considerable knowledge of the principles of supervision, project management and training. Ability to plan and conduct interesting, informative and effective human resource programs.

Ability to review, analyze, and counsel managers, supervisors and employees in proper application of HR policies and processes. Ability to create reports and maintain records. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to train, assign and review the work of subordinates and provide instructions in a manner conducive to improved performance and high morale. Ability to communicate effectively both orally and in writing. Skill in the use of computers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in human resource management, business or public administration, industrial relations, a social science, education, liberal arts, computer science or a related field and five years of professional and administrative experience that includes human resource management, personnel administration, employee/organizational development, employee compensation or benefits, or labor relations; or an equivalent combination of training and experience.

Necessary Special Requirement

Possession of a Class E State driver's license and may be required at the time of appointment.

Established: 05-09-23