

# CITY OF MILWAUKIE

## **CLASSIFICATION: HUMAN RESOURCES DIRECTOR**

Department: Human Resources

Grade Number: 20(30)

FLSA: Exempt

Location: City Hall

Management, Supervisory Confidential Group

EEO Category: 1-Officials & Administrators

## **DESCRIPTION:**

Plans, directs and administers all activities related to the management of human resources for the City. This includes activities related to recruitment, classification, compensation, benefits, labor relations, personnel policies and procedures, employee development, and workers compensation.

This position works under the general supervision of the City Manager. As a member of the Department Director team, this position has direct input into City policies and procedures and advises the City Manager on related issues. Exercises budget responsibility for the Department.

## **DUTIES AND RESPONSIBILITIES:**

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides leadership through planning, organizing, directing and supervising all activities of the department to achieve goals within available resources related to classification, compensation, employee benefits, recruitment, labor and employee relations, affirmative action, training, organizational development, personnel policies and procedures and workers compensation. Studies and standardizes procedures to improve efficiency and effectiveness of the operations of the department. Coordinates department activities with other departments and agencies as needed.
2. Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress. Has authority to hire, evaluate performance and take corrective action as needed.
3. Prepares and administers the department budget based on staffing and resource requirements and program objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
4. Develops and implements personnel policies and procedures; makes recommendations regarding personnel issues. Ensures that City policies comply with State, Federal and local laws; keeps current on relevant legislation.
5. Provides training and advise to managers and supervisors in resolving personnel issues. Works with managers and supervisors to draft appropriate documentation.
6. Develops and administers recruitment and selection methods to meet the hiring needs of the City.
7. Develops and maintains the employee classifications and compensation system.
8. Manages the organizational and employee development program including developing and delivering training.
9. Investigates grievances and other claims and develops method to resolve issue. Meets with union

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representation as appropriate to resolve issues.

10. Serves as the chief negotiator for contract negotiations, oversees the administration of labor contracts, and interprets contracts.
11. Manages and coordinates the employee evaluation process.
12. Oversees the recognition and wellness programs.
13. Develops and maintains systems that provide for proper documentation, evaluation, and control of personnel records.
14. Administers the Affirmative Action program for the City.
15. Oversees the benefits and workers' compensation programs. Makes recommendations for programs.
16. Maintains positive public relations with customers and is responsive to customer needs.
17. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
18. Performs other duties as required.

**JOB SPECIFICATIONS:**

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**

a) **Education:**

- i) Bachelors degree from an accredited college or university with a degree in human resources, industrial and labor relations, public administration; or
- ii) Any equivalent combination of education and experience.

2. **Prior Experience:**

a) **Work Experience:**

- i) At least five (5) years of progressively responsible related experience including two (2) years of supervisory experience; or
- ii) Any equivalent combination of education and experience.

b) **Necessary Knowledge, Skills and Abilities:**

- i) Knowledge of management and supervisory practices and principles.
- ii) Knowledge of fiscal management, including budget preparation, expenditure control and record keeping.
- iii) Knowledge of practices, principles and procedures of human resources management including labor relations, classification, compensation benefits administration, and EEO/Affirmative Action.
- iv) Knowledge of Federal and State employment related law.
- v) Skill to effectively resolve conflict.
- vi) Skill to effectively supervise and motivate staff.
- vii) Ability to interpret and apply Federal and State laws and regulations.
- viii) Ability to research and analyze employee relations issues, identify possible solutions, project consequences of proposed actions and implement recommendations in support of goals.
- ix) Ability to analyze needs of organization and develop methods to standardize practices throughout organization that meet those needs.
- x) Ability to work collaboratively with managers, employees and unions.
- xi) Ability to interpret contract language.

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- xii) Ability to develop goals and long range planning for department.
- xiii) Ability to analyze and evaluate departmental operations and develop and implement plans to improve departmental efficiency.
- xiv) Ability to prepare and analyze comprehensive and technical reports.
- xv) Ability to make effective presentations.
- xvi) Ability to manage multiple projects often within tight timeframes.
- xvii) Ability to establish and maintain effective working relationships.
- xviii) Ability to work as a team member and to cultivate a team climate.
- xix) Ability to perform the essential functions of the job.

3. **Special Requirements:**

- a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License.
- b) Must be able to pass the department's security clearance standards including review of driving record.

4. **Tools and Equipment Used:**

- a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and telephones.

5. **Supervision:**

- a) This position has full scope of supervisory responsibility over assigned staff.
- b) Operates under the general direction and supervision of the City Manager.

6. **Communications:**

- a) Has frequent contact with staff, vendors, members of other government entities and some communication with elected officials.
- b) The communications are often complex and of a confidential nature.

7. **Cognitive Functions:**

- a) Work is performed highly independently with little direction. Some policies and procedures exist. Person in this classification determines own practices and procedures by contributing to the development of new concepts.
- b) Most problems are quite difficult requiring decision making with precedent occasionally available. An incumbent has significant control over the planning and performance of the work.

8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed mostly in office setting.
- b) Evening meetings are required.
- c) Responds any hours to emergency situations.

9. **Resource Accountability:**

- a) This classification has budgetary authority and is responsible for the budget of the

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- department.
- b) Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: 06/01/01  
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