

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: HUMAN RESOURCES DIRECTOR

DEPARTMENT: ADMINISTRATIVE SERVICES

BASIC FUNCTION:

Under policy direction, to plan, direct, supervise and coordinate Human Resources programs, functions, and activities; to provide highly responsible and technical staff assistance to the City Manager and City Council; and to perform related responsibilities as required.

KEY RESPONSIBILITIES:

Plan, organize and direct the Human Resource Management activities throughout the city in the following program areas, including but not limited to: Recruitment/Selection, Compensation and Benefits, Employer/Employee Relations, Classifications, Human Resource Information Systems (HRIS), Equal Opportunity/Affirmative Action, Workers' Compensation and Employee and Organizational Development.

Manage employees through other supervisors; set goals and objectives; select, train, motivate staff; assess performance and make salary recommendations.

Develop and recommend department policies and procedures and direct their implementation.

Direct the preparation and administration of the recommended departmental work program and annual budget.

Plan and administer a program of effective human resource practices and procedures, advising management and employees in their interpretation.

Represent the city in contract negotiations with representative employee groups; administer and coordinate the provisions of these agreements.

Provide professional staff support to departments, including interpretations of laws, contracts, rules, regulations and policies related to human resource programs.

Administer the city's program for Equal Employment Opportunity and Affirmative Action.

Review the city's Human Resources practices and procedures for compliance with Federal and State laws and regulations.

Coordinate human resources related activities with other city departments and divisions, and with outside agencies

Facilitate employee and organizational development through the implementation and administration of programs and processes consistent with the visions, goals, and objectives of the City Council and City Management; develop training programs to meet the needs of the city and of the employees.

May serve as Acting Administrative Services Manager as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Principles and practices of organization, administration, budget and personnel management.
- Federal, state, local and governmental agency legal requirements affecting municipal personnel administration.
- Labor management negotiating techniques and applicable State and Federal laws.
- Principles and practices of Human Resource Administration and Management, including Employment, Benefits, Classification and Compensation, Employee/Employer Relations, Training, Employee and Organizational Development.
- Strategic management techniques and methodology.
- Principles and techniques in facilitating change within organizations.
- Research methods and techniques and methods of report presentation.

Ability to:

- Plan, organize and direct the program and activities of a human resources department.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
- Exercise independent judgment in the solution of sensitive and complex employee relations and human resource problems.
- Elicit support for new human resource programs from other members of the management team and to direct their effective implementation.
- Prepare and effectively present comprehensive reports and recommendations orally and in writing.
- Develop and maintain effective working relationships with other employees, City officials, and other governmental jurisdictions and the general public.
- Supervise, train and evaluate staff.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge, skill, and ability is qualifying. A typical way to obtain the knowledge, skill, and abilities would be:

Equivalent to a bachelor's degree from an accredited college or university with major course work in Human Resource Management, Public Administration, Business Administration, or a related field, and five years of increasingly responsible experience in the areas of human resources management or related experience including a minimum of three years supervisory experience.

A master's degree in public or business administration is highly desirable.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employee may be required to travel to city work sites or other sites for meetings.

This is an at-will management classification.

DATE APPROVED: June 29, 1999