PERSONNEL DIRECTOR

DEFINITION

Under the general direction of the City Manager, develops, manages, and administers the personnel programs and activities of the City, including activities related to recruitment and selection, classification and compensation, discipline and investigations, and fringe benefit administration; provides professional assistance to City management staff in personnel/employment law, policy interpretation, and related matters; may serve as a chief negotiator for the City in labor relations activities; performs other related duties as assigned. This is a mid-management position.

EXAMPLES OF ESSENTIAL DUTIES

- Administers the City's personnel program, including development and maintenance of the City's classification and compensation plans.

- Conducts job analyses and develops classification descriptions; determines appropriate salary placement within the City's compensation plan for new positions; updates and maintains existing classification descriptions and salary schedule.

- Administers the recruitment and selection of employees, including coordinating with City departments to design and conduct recruitment plans and selection process.

- Develops and administers the employee performance evaluation system.

- Provides guidance to management personnel regarding performance evaluations, disciplinary issues, organizational development issues, training needs, and/or other personnel related issues.

- Performs investigations into alleged disciplinary infractions through interviewing employees and other parties, including gathering pertinent information, recommending appropriate disciplinary action based on findings, preparing letters notifying employees of disciplinary actions, and attending related meetings and hearings if a disciplinary action is appealed.

- Investigates employee allegations of improper conduct through interviewing employees and other parties, including gathering pertinent information, determining validity of complaints, recommending appropriate actions based on findings, preparing reports, discipline letters, or other related actions as appropriate.

- Counsels employees with regard to personnel issues.

- Develops and revises procedures, forms and polices, for Council approval, to ensure compliance with current regulations and laws effecting personnel, equal opportunity, wage and hour, etc.

- Interprets, explains and provides a wide variety of information to City employees, the general public, and other agencies regarding the application of personnel regulations, policies, procedures and programs.

- Administers the City's fringe benefits programs, including health, life and disability insurance; leaves; PERS retirement, and deferred compensation; evaluates and recommends alternative fringe benefit approaches where cost savings are possible.

- Coordinates city-wide training activities, including identifying training needs, arranging for training presenters, securing training sites, developing and distributing training announcements through various modes of communication, and providing other materials as needed.

- Administers worker's compensation claims, and provides information and training on workers' compensation benefits, acting as liaison between the employees, City departments, medical providers, claims administrators and other involved parties.

- Administers and conducts new and separating employee paperwork and processes, including coordinating pre-employment physicals and new employee orientations, and exit paperwork and interviews.

- Serves as staff liaison to assigned City committees and/or commissions.

- Maintains confidential personnel files and database for all City employees

- Attends meetings, conferences, workshops and training sessions, and reviews publications and other materials to remain current on principles, practices, and new developments in the field of public sector personnel management.

- Assists and advises the City Manager with regard to labor relations, contract negotiations and administration, and grievance processing; may serve as a chief negotiator in labor relations activities.

- Directs, assigns, and reviews the work of assigned personnel, including providing training, feedback, and direction, motivating employees, and conducting performance evaluations and disciplinary actions.

- Prepares, monitors, and administers the Personnel Division budget.

- Keeps the City Manager informed concerning work progress including present and potential work problems and suggestions for new or improved ways of addressing such problems.

- Performs special studies and/or manages special projects as directed by the City Manager.

- Performs other related duties as assigned

REQUIRED KNOWLEDGE & SKILLS

Knowledge of: Principles, practices, methods and techniques of public personnel administration, including classification and compensation, labor relations, fringe benefits management, recruitment and selection, performance evaluation, and grievance processing; federal, state and local employment laws, regulations, and guidelines pertaining to public personnel management; the typical organization of city government, its functions and processes; the principles and practices of records management, storage and destruction; organizational development; and budget development and administration.

Skill in: Developing recruitment plans and applicant screening/examination instruments, in a manner consistent with legal and organizational requirements; writing job descriptions and managing the City's classification and compensation plans; analyzing financial proposals, particularly in the area of fringe benefits administration; developing and implementing a City-wide employee training and development program; employee supervision, counseling administrators and City staff on personnel issues; negotiating and administering labor contracts; developing written policies, procedures and guidelines; making oral and written presentations; prioritizing work load; and establishing and maintaining cooperative and effective working relationships with administrators, co-workers, and the general public.

ADDITIONAL REQUIREMENTS

- Must maintain absolute confidentiality in regard to certain information received in the course of work.

- Must be willing and available to attend meetings after normal work hours and to travel for trainings and/or meetings as required.

- Must be willing and available to work extended hours as necessary to complete assigned projects.

DESIRABLE TRAINING AND EXPERIENCE

Applicants must have training and/or experience, which would demonstrate possession of the required knowledge and skills outlined above. *An example would be:* equivalent to Graduation from college with a degree in public administration, personnel management, or a related field, and a minimum of 5 years work experience in public personnel administration, including 1 year of supervisory experience. Prior experience and/or training in labor negotiations is desirable.