

# HUMAN RESOURCES DIRECTOR

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Position Code: 3420  
WC Code: 9410  
FLSA Status: Exempt  
Pay Grade: 361 (\$64,858 - \$101,008)  
Location: Human Resources  
Approval Date: 2010

## **General Statement of Duties**

Performs professional and administrative work in managing the human resources systems for the Town.

## **Distinguishing Features of the Class**

An employee in this class plans, organizes, develops, and implements a variety of personnel programs designed to help the Town achieve its mission and vision. Work includes developing policies and programs, facilitating the identification and removal of barriers to productivity in the organization, and planning for the implementation of personnel practices with management and employees. Functions include employment, compensation and benefits, employee relations, organizational development and learning, performance management and personnel records management. Work requires an understanding of organization development, human behavior, the laws and regulations affecting the human resources management field, considerable judgment and initiative in the development of programs and policy interpretation and application, and sound judgment in maintaining confidentiality regarding personnel actions. Work is performed under the supervision of the Town Manager and is evaluated by discussion, reports, observation, and feedback from managers and employees.

## **Duties and Responsibilities**

Develops, plans and implements goals and objectives, policies and priorities of the human resources programs designed to help the organization achieve its mission.

Develops and implements a wide variety of personnel systems designed to hire, train, motivate and retain employees; works with management, department heads, supervisors, and employees in identifying and addressing conflict, communication barriers, or other problems that negatively impact morale and productivity; facilitates conflict resolution and problem solving regarding issues that detract management and/or employees from a high level of motivation and productivity; assists with determining appropriate disciplinary and grievance responses.

Participates as part of the Town's management team; develops and recommends personnel programs and policies; researches existing and new programs for alternative and innovative proposals; seeks legal advice, as necessary; and implements once approved; advises the Town Manager on personnel related issues; confers with department heads on policy issues and interpretation; advises employees on personnel policy and program matters.

Coordinates the recruitment and selection programs for the Town; writes advertisements; screens applications; assists with developing interview questions; participates in interviews when needed; coaches supervisors and managers in effective and legal hiring practices; maintains records and checks for adverse impact; assists with reviewing screening methods for job-relatedness and effectiveness.

Administers the classification and pay system; reviews requests for new positions and allocates to existing classification plan or recommends new classes within the plan structure.

Conducts training needs assessments and provides or coordinates training for employees and managers; develops and conducts employee orientation and other related programs; coordinates team-building in various departments or in the management team. Provides internal consultation on performance evaluation program, merit pay program, various incentive and recognition programs; participates in determining if programs achieve objectives and are consistent with organizational vision and values.

Reviews, researches, and recommend various benefits programs; coordinates worker's compensation programs; insures cost effectiveness of structure and providers of benefits.

Insures compliance with all federal, state, and local laws, regulations, and guidelines; maintains vigilance on court cases and legislation; researches and implements.

Performs other duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Considerable knowledge of the theory, principles and practices of human resource management, including the functional areas cited, and human behavior.

Considerable knowledge of the laws, principles, court cases, and regulations that apply to personnel policies and practices in the public sector.

Considerable knowledge of the trends and modern technology now being implemented in the human resources fields.

Considerable knowledge of human resource management information systems.

Some knowledge of organization development and organizational psychology.

Some knowledge of principles of organization and management and statistical concepts and methods.

Ability to establish and maintain an effective personnel program, and to provide management with cost projections, statistical trends, program accomplishments and recommendations for implementing new programs.

Ability to develop long term plans and goals for the human resources programs.

Ability to analyze facts, programs, and benefits costs and make recommendations and reports in oral and written forms.

Ability to maintain the confidentiality of personnel records and discussions.

Ability to establish and maintain effective working relationships with other officials, department heads, employees, and the general public.

Ability to be innovative and creative in designing new programs, proposing policy changes, and recommending motivational and organizational development to managers.

Skills in problem-solving, conflict resolution, and group facilitation.

### **Physical Requirements**

Must be able to perform the basic life operational skills of climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, talking, hearing and repetitive motions.

Must be able to perform medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift objects.

Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, and do extensive reading.

### **Minimum Education and Experience**

Graduation from an accredited four year college or university with a major in human resources management, business or related human service field and seven to ten years of experience in human resources management; or an equivalent combination of education and experience. A Masters Degree in Public Administration or Affairs is preferred, as is certification as a Professional of Human Resources (PHR).