

CHIEF HUMAN RESOURCES OFFICER

DEFINITION

To plan, develop, organize, direct and oversee the activities of the Human Resources division within the City Manager's Office including City-wide training, organizational development, recruitment and selection, onboarding and retention, classification and compensation, benefits administration, leave administration, labor relations, employee relations, performance management, and payroll and personnel actions; to coordinate Human Resources activities with other departments; and to provide highly complex professional assistance to the Assistant City Manager.

The Chief Human Resources Officer is designated as an unrepresented and confidential position, involved in employer-employee relations duties which include negotiations or investigations and response to grievances, and shall observe the terms and conditions negotiated by MMPEA.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Manager.

Exercises direct and indirect supervision over assigned professional, technical and administrative support staff, and overall responsibility for all functions of the Human Resources Division.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, plan, and implement divisional goals and objectives; recommend, develop, and administer policies and procedures.

Plan, organize, coordinate, and direct Human Resources division activities including recruitment and selection, onboarding and retention, benefits administration, and maintenance of the City's classification and compensation plan.

Direct, oversee and participate in the development of the Human Resources division work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.

Prepare the Human Resources division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; conduct investigations; implement discipline procedures as required;

maintain discipline and high standards necessary for the efficient and professional operation of the department.

Provide guidance on sensitive, complex, and technical human resources matters; advise managers, supervisors, and employees in the interpretation and application of human resources rules, policies, and procedures.

Meet with union representatives; participates in or conduct meet and confer meetings with unions on subjects that require bargaining; participate in negotiations; understands City's Personnel Rules, Memorandums of Understanding, and policies.

Develop, manage, and implement and evaluate the City's classification and compensation plan, policies, processes, and procedures; manage, coordinate, and monitor classification/compensation; plan, oversee and review the performance of job analyses and development of recommendations for position allocations; develop salary and total compensation survey and resultant salary recommendations.

Develop, manage, and implement the City's training and professional development program by compiling and evaluating information about organizational needs, conducting needs assessments, developing course content, and methods of evaluation; plan and present workshops; monitor training programs to ensure consistent presentation of the City's mission, policies and procedures and quality customer service.

Develop an organizational development strategy and implement and monitor programs, policies and procedures in organizational restructuring, process redesign, training, continuing education, career development, succession planning, process improvement and change management.

Analyze and recommend program enhancements to existing procedures as needed to meet new or anticipated regulations; ensure Citywide operational efficiencies; oversee long-term workforce management needs.

Develop, update, and maintain Citywide employment policies and procedures.

Review and evaluate changes in Local, State, and Federal laws or regulations that impact the delivery of human resources services; oversees the implementation of changes to programs, services, and technology as appropriate to ensure best practices and legal compliance.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public sector human resources administration to include recruitment and selection, classification and pay, organizational analysis and development, labor relations, performance management, employee benefits administration, leave management administration, deferred compensation and public retirement systems.

Principles and practices of supervision and performance management, budget and fiscal management, and public and general administration.

Principles and practices of merit-based employment and unionized work environments.

Principles and practices of employee training development and successful adult learning methods.

Organization, structure, and operations of public sector organizations.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Plan, organize, prioritize, and direct the Human Resources division operations, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.

On a continuous basis, analyze problems, identify service needs, adopt effective courses of action, and implement recommendations in support of goals; plan and develop new

programs that meet City objectives; assess budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; remember various rules, memoranda of understanding, and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Organize, implement and direct the City's classification and compensation plan; employee and labor relations activities; and comprehensive benefit programs.

Exercise considerable independent judgement, manage or personally conduct sensitive, difficult, and complex staff work and conversations.

Establish and maintain collaborative working relationships with those contacted in the course of work; resolve conflict; gain cooperation through discussion and persuasion; maintain objectivity and confidentiality.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in human resources management, including two years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, business administration, public administration, organizational development or a related field. A Master's degree is preferred.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

SHRM-CP Certification from SHRM (Society for Human Resource Management) or other professional Human Resource Certification is desirable.