

City of Caldwell

Class Specification

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| Class Title | HUMAN RESOURCE DIRECTOR |
| Class Code Number | |
| FLSA Designation | Exempt |
| Pay Grade | |
| Effective Date | September 2020 |

General Statement of Duties

Directs and manages the functions of the Human Resource Office and administrative activities; performs related work as required.

Classification Summary

The principal function of an employee in this class is to plan, direct, organize, manage and conduct the functions of the Human Resource Office. The work is performed under the general direction and supervision of the Mayor, but extensive leeway is granted for the exercise of independent judgment and initiative. This is an appointed position serving at the pleasure of the Mayor and Council. Supervision is exercised over all departmental personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with elected officials, department managers, City employees, benefit providers, and the general public. The principal duties of this class are performed in a general office environment.

Examples of Work (Illustrative Only)

ESSENTIAL DUTIES AND RESPOSIBILITIES

- Plans, directs, and administers the City's compensation and benefits package and employee policies;
- Prepares and reviews employee wages and benefits budget;
- Prepares and delivers presentations to the Mayor and City Council concerning proposed changes to pay policies and personnel policies;
- Ensures compliance with all Federal and State employment laws;
- Directs and assists managers and supervisors in employee disciplinary actions;
- Develops and administers the compensation and pay plan;

- Develops and implements employee policies;
- Prepares and manages an annual budget for the human resources department;
- Assists payroll staff with the review and proofing of payroll timecards and pay policies;
- Serves as a Trustee for the Caldwell Employee Benefit Plan Trust and oversees the renewal and processing of health and dental benefits;
- Plans, supervises, and evaluates the work of assigned employees;
- Directs the planning, policy development and data collection and reporting activities of the department;
- Prepares and updates job specifications;
- Prepares and participates in collective labor negotiations with the fire union;
- Provides expert advice and guidance to all levels of management and employees on all matters related to human resources;
- Maintains a high standard of trust for the strict confidentiality of employee information;
- Oversees the process of reporting and managing work related injuries and compensation;
- Oversees the process of recruitment and retention, as well as workforce planning;
- Oversees the process of employee performance management, recognition, and rewards;
- Oversees the implementation and maintenance of human resources technology programs;
- Maintains the department's reputation by establishing a safe environment for employees to air their concerns, find answers and help, and seek assistance for human resource related needs;
- Reviews and analyzes methods, equipment used and performance to find ways of increasing effectiveness, improving results, or effecting economies in operation and administrative support activities;
- Researches and responds to inquiries concerning employee related activities and policies;
- Trains, assigns, prioritizes, motivates and evaluates the work of assigned employees;
- Performs all work duties and activities in accordance with City policies, procedures and safety practices;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends approved meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to employee and citizens' questions and comments in a courteous and timely manner.

OTHER DUTIES AND RESPONSIBILITIES

- Serves as a member on boards as requested and approved by the Mayor.
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Advanced knowledge of the principles and practices of human resource administration including job classification, compensation, benefits, recruitment, training, employee relations, employee and organizational development, collective bargaining, records management, employment laws, principles and practices of risk management, and effective supervision and performance management techniques;
- Advanced knowledge of federal and state employment laws;
- Advanced knowledge of record management, retention and destruction;
- Comprehensive knowledge of office administration principles and practices, including planning, budgeting and public administration;
- Comprehensive knowledge of Microsoft Office applications (i.e. Word, Excel, PowerPoint, etc.)
- General knowledge of the organization and governing body of a municipality;
- Ability to exercise sound judgment in problem-solving and decision making regarding complex employee and management issues;
- Ability to exercise tact and diplomacy in dealing with sensitive, complex and often confidential issues and situations;
- Ability to train, assign, motivate, supervise and evaluate the work of others;
- Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel, state and local elected officials, business owners and the public both orally and in writing, using both technical and non-technical language;
- Ability to prepare, compile, develop, and organize data and information into clear, accurate and reliable written reports and presentations; Ability to respond to employee and citizen requests in a courteous manner;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to perform all work duties and activities in accordance with City policies, procedures and safety practices;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Human Resources Management, Organizational Development, Public Administration, Business Administration, or other related field; and
- Considerable experience in public or private sector human resource management; and
- At least five years in a supervisory capacity; or

- Any equivalent combination of experience, training, and education which provides the knowledge, skills and abilities necessary to perform the work.

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| Required Special Qualifications |
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- Possession of a current and valid driver's license.
- Subject to a pre-employment drug test and background check.

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| Essential Physical Abilities |
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- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to effectively communicate and listen;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer equipment and produce hand-written materials and notations;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit other workstations in the City.

Approved By: _____

Mayor

Date: _____