

DIRECTOR OF HUMAN RESOURCES

POSITION SUMMARY: Directs and supervises the City's Human Resources program; does related work as required. The employee in this position formulates operating policy and procedures for the Human Resources administration of the City, and recommends Human Resources policies to the City Manager. The employee in this class is responsible for employment, salary administration, employee benefits (in coordination with Finance), and employee relations. This requires analyzing legislation, policies and procedures and recommending changes as they affect Human Resources and areas under scope of authority. This is a highly confidential position in which the employee researches and develops plans in connection with City pay and classification schedules, benefits and working conditions. This position is responsible for collective bargaining for the City.

SUPERVISION RECEIVED: Work is performed under the direction of the City Manager.

SUPERVISION EXERCISED: Supervision is exercised over assigned employees.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Supervises, coordinates and administers Human Resource services for the City including employment, compensation and benefits, and employee relations. Plans, organizes, and administers the City's classification and pay schedules. Supervises the City's purchasing and printing services. Participates in contract negotiations.
2. Supervises, coordinates and administers City wide employment selection processes to fill vacant positions including recruitment, testing, interviewing, background checks, pre-placement physicals and drug tests, and prepares job offers. Coordinates these processes with the hiring departments.
3. Supervises, coordinates and administers, in conjunction with the Finance Department, employee benefits such as health insurance, tuition reimbursement, time off and leave benefits, and benefits provided under the City's collective bargaining agreements.
4. Supervises, coordinates and administers and supervises classification and pay grade changes including the preparation of job descriptions, analysis of job responsibilities, and pay and benefit surveys. This includes the monitoring of employee pay changes in accordance with the City's pay authorization policies and procedures.
5. Supervises the administration of workers' compensation claims, works with Finance and Risk Control in the administration of risk management and insurance.
6. Confers with City Manager and department heads and department staff on employment contract administration, employee relations and disciplinary matters. Participates as the Human Resource representative in administering the grievance and appeals process.
7. Serves on ad hoc committees such as focus groups and review boards as needed.
8. Supervises, trains and evaluates employees under scope of authority. Prepares budgets for the functions under scope of authority.

9. Completes special projects, and makes presentations as requested. Produces charts and tables, and analyzes various scenarios.
10. Keeps abreast of legislative or regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
11. Advises and assists the City Manager as appropriate in matters under scope of authority. Attends City Council meetings, and other meetings as required.
12. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A Bachelor's degree in human resources, labor relations, business, public administration or a related field. A Master's degree in appropriate area of study is preferred.
- B. Considerable experience in professional Human Resources administration.
- C. Considerable knowledge of the principles, practices and legal regulations of employment, benefits, personnel administration, labor relations, public relations, budgeting, procurement and contract administration.
- D. Thorough knowledge of the principles, practices and legal regulations of human resources and employment regulations.
- E. Knowledge of public administration techniques involved in operations management, personnel administration, and labor negotiations.
- F. Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- G. Ability to develop long-term plans and programs, and to evaluate work accomplishments.
- H. Skill in assembling and analyzing personnel data, pay and benefit information, and preparing comprehensive and accurate reports. Knowledge of the qualifications and characteristics of major occupational groups.
- I. Demonstrates ability to persuade others and analyze complex information.
- J. Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
- K. Skill in the use of office equipment and technology, including computers and financial software, and the ability to master new technologies.
- L. Demonstrates ability to critically assess situations and solve problems, and to work

effectively under stress, within deadlines and changing work priorities.

- M. Demonstrates ability to evaluate a variety of administrative services, analyze operating issues and establish internal policy and procedural recommendations.
- N. Has established effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, elected officials, the media, professional contacts, and the public.
- O. Demonstrates ability to effectively train, lead and motivate employees and supervise and evaluate the work of others.
- P. Possession of a valid Michigan motor vehicles operators permit.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

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