

HUMAN RESOURCES DIRECTOR - 052

DEFINITION OF WORK

Under general supervision, performs difficult professional and administrative work supervising the City's overall personnel program; does related work as required.

EXAMPLES OF WORK

Administers and supervises the activities of the department, including wage and salary administration, training, testing and selection and employee relations; assists and advises the City Manager and other top management officials on personnel related matters; supervises a program controlling employment of personnel through logging, matching and approving all departmental requests for employment; supervises the interviewing of applicants, appraising their qualifications and recommending qualified candidates for employment; conducts or plans and conducts special award and recognition programs; maintains records and handles related correspondence; supervises the processing and maintenance of personnel records and files; prepares the department budget and monitors expenditures; represents the department and City on unemployment claims.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree with major course work in personnel management or a related field, supplemented by graduate course work in public administration or a related field, and extensive professional experience in the area of public personnel management to which assigned.

Knowledge, Skills and Abilities: Thorough knowledge of the philosophies, principles and practices of the area of public personnel administration in which assigned, such as the accepted methods and practices of classification and pay, grant administration, testing and selection and affirmative action; knowledge of governmental organization and administration; ability to present ideas effectively, either orally or in written form; ability to establish and maintain effective working relationships with City officials, supervisors and employees and the general public; ability to conduct detailed analytical evaluations and studies and to prepare related reports and recommendations; ability to plan, supervise and review the work of professional, technical and clerical personnel; thorough knowledge of the qualifications and characteristics of major occupational groups; thorough knowledge of research data analysis and report presentation techniques; thorough knowledge of current Federal and State laws and regulations applicable to public employment.