

DIRECTOR OF PERSONNEL SERVICES

Class Definition

Under general administrative direction, is responsible for overall planning, administration and operation of the Personnel Services Department including establishing and enforcing citywide human resources policies and procedures, civil service policies, local, state and federal legislation and other applicable laws and regulations.

Distinguishing Characteristics

The Director of Personnel Services is a department head responsible for directing the activities of the Department of Personnel Services including the performance of the full range of supervisory activities including employee benefit programs, labor relations, employee training and development, recruitment, compensation and classification, and risk management. This is an unclassified position in which the incumbent serves at the will of the City Manager.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Assumes full management responsibility for the administration and implementation of a variety of human resources programs and services. Develops and implements new policies, procedures and programs, in order to improve human resources operations or to bring it into conformance with new regulations and laws.

Consults with and advises management on the interpretation and application of Civil Service Commission rules and policies, provisions of the Charter and Administrative Code, various Memoranda of Understanding, and personnel policies and procedures.

Prepares, manages and coordinates the development of the Personnel Services Department=s budget and fiscal administration; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures.

Directs, through subordinate managers, a citywide employee health and wellness program, worker' compensation benefits, occupational health and safety programs and vocational rehabilitation.

Oversees the development and administration of health insurance contracts with health plan agencies, employee benefit programs, Section 125 and flexible benefits accounts, group life and disability insurance and new and/or enhanced benefit plans and programs for the city.

Confers with, recommends, advises, and elicits cooperation of supervisors and managers on human resources matters including the application of discipline, processing and resolution of grievances, evaluation of performance, and administration of Memoranda of Understanding.

Administers the City=s merit system and equal employment opportunity program under the provisions and in compliance with applicable Council resolutions and ordinances, and federal and state law.

Represents the Department at various meetings with the Mayor, City Council, Council Committees, Civil Service and Retirement Boards and other departments regarding human resources matters.

Oversees the integration of the human resources information system within the Department, and ensures that HR related systems are compatible with the Department infrastructure.

Stays current on issues relative to the fields of human resources, risk management, labor relations and employee benefits in order to maintain or enhance delivery of service and responsibilities.

Directs salary and fringe benefit surveys of private and public agencies in order to maintain a competitive and equitable compensation and benefits program.

Performs related duties as required.

Knowledge, Abilities, and Skills

Considerable knowledge of principles and techniques of organizational development and management, including governmental operations, budget and fiscal administration, civil service rules and regulations, city charter provisions, ordinances, local, state and federal laws.

Knowledge of public personnel administration, including recruitment and selection, classification and job analysis, compensation and benefits administration and employee development and training.

Knowledge of principles and practices of labor relations, including negotiating techniques, and of employee relations and grievance handling.

Administrative principles and methods in development and administration of sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels.

Ability to prepare clear, concise and competent reports, correspondence and other written materials and make clear oral presentations.

Ability to report summaries and analyses of information and the justification of controversial recommendations or findings. Exercise sound administrative judgment and initiative in the development of new methods and procedures and in the solution of difficult personnel problems.

Ability to direct and evaluate the work of subordinate supervisory and non-supervisory personnel; supervise, train and motivate department personnel; facilitate group participation and consensus building.

Ability to establish positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

Skill to operate an office computer and a variety of word processing and software applications.

Minimum Qualifications

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Director of Personnel Services may be considered qualifying. A typical way of obtaining the required qualifications is to possess five years of increasingly responsible management experience in public sector administration, personnel, risk management, or other related field, including three years at the supervisory level, and a Bachelor=s degree in human resources, public or business administration or related field. A Master=s degree in public administration or related field is highly desirable.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: (Signature on file)
Director of Personnel Services

DATE: 02/08/03