

**MAJOR FUNCTION**

This is highly responsible senior management position responsible for providing leadership, direction and oversight for a major segment of the Human Resources and Workforce Development Department. Successful job performance requires management of a considerable variety of professional and complex work associated with human resources and workforce development. The incumbent serves on the Human Resources and Workforce Development management team and exercises considerable independent judgment, discretion, initiative and independence in carrying out their responsibilities. Work is performed under the administrative direction of the Director – Human Resources and Workforce Development. The work is reviewed through conversations, conferences, reports, observations and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Responsible for developing the organization, work plans and procedures and overseeing the operations of the assigned division consistent with the City and Human Resources and Workforce Development Mission and Objectives. Ensures service delivery within the assigned Division is done in a timely, complete and professional manner. Directs and oversees sensitive investigations and inquiries, and provides advice to city staff in addressing the issues identified. Makes policy and procedural recommendations. May serve as the designee of the City Manager in collective bargaining activities. Coordinates with other city departments in addressing personnel issues. Provides leadership to assigned Division activities that may include, personnel policy, compensation and classification, recruitment and retention, safety, benefits and workforce development. Participates in the development of the long-term Human Resources and Workforce Development strategic plan and the annual operational plans to support the strategic plan. Directs personnel activities within the division including the hiring, transfer, promotion, grievance resolution, discipline and dismissal of employees. Develops goals and objectives for division staff, conducts performance evaluations and recommends approval or denial of merit increases. Prepares and reviews City Commission agenda materials and represents the division before the City Commission. Prepares reports required to be filed with regulatory agencies on behalf of the City. Represents the division and Human Resources and Workforce Development with the local media, public, customers and other City Departments.

**Other Important Duties**

Acts as the Director–Human Resources and Workforce Development in their absence. Performs other related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Extensive and thorough knowledge of human resources, safety, workforce development and collective bargaining industry trends and issues, modern techniques, methods, procedures, principles, and practices of all phases of human resource management. Considerable knowledge of local government and public sector operations and culture. Extensive knowledge of personnel management, financial management, and general office and business administration practices. Thorough knowledge of the terminology and standards for development of a comprehensive classification and pay plan, including job content and qualification requirements for a variety of public occupations. Considerable skill in and knowledge of labor/employer negotiations with practical experience dealing with labor organizations. Ability to plan, direct, supervise, coordinate, organize, and review human resource management plans, programs, and activities. Ability to prepare written technical reports. Ability to plan, assign, instruct, review, and evaluate work assignments of technical and professional personnel. Ability to address civic organizations or other public or private groups on subjects related to human resource programs and projects. Ability to establish and maintain effective

working relationships as necessitated by the work. Ability to accurately assess and analyze situations, draw conclusion(s) and make recommendations. Ability to solve problems with creativity and resourcefulness and to find win/win resolutions. Ability to manage and negotiate with integrity and diplomacy. Ability to manage staff and resources in a style consistent with the City's goals and values. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance. The ability and skill to apply experience and knowledge to the requirements of the job.

Minimum Training and Experience

Possession of a bachelor's degree in human resources management, business or public administration, industrial relations, a social science, management information systems, computer science, education or liberal arts, or a related field and five years of professional and administrative experience that includes one or more of the following areas: personnel administration, organizational development, employee relations, labor relations, equal employment opportunity, performance management, workforce training, Human Resources information systems, benefits administration (including retirement program administration), occupational health and safety, or classification and pay; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 4-27-23