

DEFINITION:

Under administrative direction, plan, organize, and direct the activities of the Personnel Department which includes Personnel, Risk Management, Volunteer Services, Health and Welfare Benefits Program, Payroll and Labor Relations.

EXAMPLES OF DUTIES:

NOTE: The duties performed by the Personnel Director include, but are not limited to, the following:

1. Participate as a member of the City's senior management team, actively supporting improvement of the City organization.

Measures: Is a valued member by the City Manager and peers for input and activities which support overall improvement of the city organization. Works for the common good as opposed to just the department. Is involved in joint problem solving and is viewed as an asset to the department and City by peers.

2. Plan, organize, and direct the activities of the Personnel Department; administer and enforce City personnel rules, regulations, and policies.

Measures: The Personnel Department meets and/or exceeds the goals established by the City Manager and City Council.

3. Select and/or oversee the selection, training, and evaluation of employees.

Measures: Qualified personnel are selected and provided with sufficient training to perform their duties and responsibilities. Performance evaluations are regularly conducted and effectively communicated to employees. Encourages teamwork among employees.

4. Plan and administer City employment activities, including classification and examination development and administration.

Measures: Positions filled with qualified individuals in timely manner. Ensures activities are within the guidelines of all federal, state and local laws and regulations.

5. Organize and implement classification and compensation systems, including pay for performance; prepare and conduct salary surveys and studies; prepare background materials for labor negotiations.

Measures: Accurate and up-to-date information is provided within a timely fashion.

6. Consult with department directors on disciplinary issues and personnel related problems.

Measures: Accurate and detailed information and assistance is provided to department directors and supervisors.

7. Coordinate and develop City-wide employee training programs. Recommend training programs.

Measures: Sufficient training is provided in a timely manner. Ensures training is conducted in a professional and efficient manner. Employees are afforded opportunities to maintain and/or upgrade skills.

8. Represent the City as the Chief Negotiator during labor negotiations.

Measures: Employee/union satisfaction; costs to City; speed of negotiations.

9. Maintain overall responsibility for departmental budget.

Measures: Budget submitted is complete, realistic and sufficient to meet known departmental and City needs. Budget is carefully monitored and no unavoidable deviations are made. City Manager is kept apprised of any budgetary problems or issues.

10. Review and negotiate, with the assistance of outside consultation, the City's employee health and welfare insurance benefit programs.

Measures: Ensures competitive rates for employee insurance benefits programs. Ensures efficiency of the programs. Adheres to City policies and procedures and Council direction.

11. Plan, organize, and administer the operation and work of the Risk Management Division, including workers' compensation claims adjustment, liability claims, and loss prevention.

Measures: Liability is consistently monitored and risk levels are kept to a minimum. Claims are administered in a proactive efficient manner.

12. Plan, organize, and administer the operation and work of the City's volunteer services program.

Measures: Ensures volunteers assigned to City departments are well trained and there are enough volunteers to complete tasks in a timely manner.

13. Plan, organize, and administer the operation and work of the City's group health and welfare benefits and payroll program.

Measures: Effectiveness/efficiency of department.

14. Prepare and present agenda items to the City Council.

Measures: Presentations are effective, complete, and accurate. Provides professional advice and information as required.

15. Perform related duties as assigned.

### QUALIFICATIONS:

#### Knowledge of:

Principles and practices of public personnel administration; principles of organization and management; principles and methods of recruitment, classification, compensation and training; employment/workers' compensation law; labor relations; public administration and general municipal government operations; budget development and administration; effective supervisory techniques; and employee insurance benefit programs.

#### Ability to:

Interact effectively with the public and employees. Communicate effectively orally and in writing; plan and administer the activities of the Personnel Department; make effective presentations to the City Council and the public; enforce City policies and procedures, as well as the provisions of various Memoranda of Understanding; effectively administer and monitor group insurance programs; direct the work of subordinate personnel; and maintain effective working relationships with directors and operating departments.

#### Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor's degree from an accredited college or university in business or public administration with emphasis on personnel management.

#### Experience:

Typical experience would include seven years' progressive relevant experience in personnel administration, including three years' supervisory experience.

#### Special Requirements:

Possession of the appropriate California driver's license, or the ability to acquire one within ten days of appointment.