



JOB DESCRIPTION

Director of Human Resources

Date Prepared: March 2014

Class Code: 1410

SUMMARY: Under limited supervision, plans, coordinates and directs the operations and activities of the City of Vernon's Human Resources Department; provides advice and counsel to staff and management in the resolution of HR issues, develops and administers policies and procedures, and manages assigned personnel, and assures that Human Resources activities are in compliance with state and federal regulations, and City policies.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages the Human Resources Department through effective planning and fiscal management; provides leadership, direction and guidance in human resources strategies and priorities; evaluates and analyzes issues, and recommends and implements solutions; monitors and assures human resources activities and procedures are in compliance with all laws, policies, and regulations.
- Directs all HR functions and activities including recruitment and staffing, classification and compensation, employee benefits, organizational development, safety, training, employee/labor relations, workers compensation and regulatory compliance.
- Provides advice and consultation to management and employees on dispute resolution, performance issues, and the interpretation and correct application of policies and procedures; mediates employee relations issues and assists with disciplinary actions, while exercising the highest degree of confidentiality and professionalism.
- Counsels City staff on personnel policies, procedures and processes; interprets and provides advice and assistance regarding employment issues; assures the consistent interpretation and application of Federal, state and City rules, regulations, policies and procedures.
- Manages HR staff, prioritizes projects, evaluates performance, and resolves workload and technical issues; assures that appropriate services are provided.
- Provides leadership and direction for all labor relations activities including contract negotiations/
- Represents the HR functions to other City departments, elected officials and ancillary agencies; provides recommendations and solutions as needed.
- Monitors changes in proposed legislation and makes recommendations affecting personnel, benefits, and workers' compensation matters.
- Directs research of new theories, best practices and/or trends in human resources administration that will enhance the performance and productivity of the department.
- Keeps abreast of current principles and practices of effective human resources management including automation and technology, labor relations, benefits, and employee development.
- Directs the technical recordkeeping process and procedures; assures the absolute confidentiality of work-related issues, personnel records and City information; assures compliance with the confidentiality standards of the Privacy Act of 1974,
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Human Resources, Business Administration, or related field; AND five year of professional Human Resources program management experience preferably in the public sector operations. Master's Degree in Human Resources or Business Administration is desirable.

Knowledge of:

- City organization, operations, policies and procedures.
- State and Federal laws, statutes, rules, codes and regulations governing HR functions, including California Public Employment Relations Board standards and the Meyers-Milias-Brown Act.
- Principles and practices of public sector personnel administration, personnel files and confidential records management, and effective customer service practices.
- Techniques and practices for efficient and cost effective management of resources.
- Legal, ethical and professional rules of conduct for public sector employees.
- Principles, practices and methods of compensation and wage structure research and analysis.
- Benefits program design and management principles.
- Employee relations principles and practices.
- Principles of recruiting, training, workplace safety and organizational development.

Skill in:

- Directing and coordinating the City's human resources operations.
- Assuring the City's compliance with all laws, regulations, and rules.
- Developing and administering human resources plans, policies, and procedures.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Assessing and prioritizing multiple tasks, projects and demands.
- Assessing, analyzing, and identifying problems, and recommending effective solutions.
- Preparing, maintaining, and reviewing human resource records, reports, and documentation.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with other City employees, public officials, government agency representatives, and the public.
- Effective verbal and written communication.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.