

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: DIRECTOR OF HUMAN RESOURCES

Department: Human Resources	FLSA Status: Exempt
Employee Group: Management and Confidential	Salary Grade: 11
FTE Status: Full Time	Date: January 2019

GENERAL FUNCTION:

This position reports to the City Manager or their designate and is a member of the executive team providing collaborative leadership to the overall operation of the City's personnel function. This position performs a variety of professional and analytical work. Position provides policy and contract guidance and interpretation.

DUTIES AND RESPONSIBILITIES:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

- 1) Contribute to a positive work environment.
- 2) Administer the City personnel system which includes recruitment and selection, salary and benefit administration and oversees disciplinary process.
- 3) Advises department managers and supervisory staff on personnel issues.
- 4) Responsible for collective bargaining matters, including the negotiation and interpretation of labor contracts.
- 5) Perform special management studies involving research, analysis and preparations of reports on a variety of subjects relating to public policy, contractual agreements, delivery and cost of services and other municipal functions.
- 6) Advise department managers regarding the development of operational and administrative policies and procedures.
- 7) Provides necessary staff support and serves as a liaison to City-wide Safety Committee, advisory bodies and related City organizations, attends meetings as necessary.
- 8) Coordinate the City's employment risk management program, including worker's compensation, occupational health and safety, employment-related claims, and unemployment. Evaluate and monitors costs, evaluate City needs and study industry changes. Meet regularly with Benefits Review Committee to review benefit options and make recommendations to City Manager regarding employee benefit plans.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education:

- i. Requires a Bachelor's Degree in human resources, public administration, business or a related field and five (5) years progressively responsible experience in public sector human resources, with three (3) years in a supervisory role.
- ii. Knowledge of general laws and administrative policies governing municipal practices and procedures. Considerable knowledge of public sector labor law and personnel administration.
- iii. Knowledge of management practices including planning, organizing, staffing and coordinating. Experience in application of mediation practices or other methods of dispute resolution.
- iv. A professional certification in human resources is preferred (SHRM-CP or SHRM-SCP, PHR or SPHR, or IPMA-HR).
- v. Any satisfactory combination of education, experience and training, which ensures the ability to perform and work, as determined by the hiring authority, may be substituted for listed requirements.

2) Supervision:

Received: Works under the limited supervision of the City Manager.

Exercised: Provides direct and indirect supervision to technical and clerical support staff.

3) Communication:

Provides consultation to department managers and supervisors regarding the formation of policies and guidelines and department procedures. Requires regular

communication with City staff, including City Manager and department managers. Frequent communication with other agencies regarding personnel and risk management practices and policies. Required to handle sensitive and confidential information. Requires a high level of negotiation and mediation skills and abilities. Must represent the City at all times in a patient, positive and convincing manner.

4) Cognitive Functions:

Ability to communicate effectively orally and in writing.

Ability to comprehend and interpret laws, rules and regulations.

Ability to use sound judgment in making decisions regarding personnel matters and administrative issues.

Ability to accomplish assigned administrative tasks with a minimum of supervision and with only general directions.

Ability to supervise staff.

Ability to work within a dynamic political environment.

Must have ability to interpret and administer labor contracts and personnel policies and procedures. Must be a creative problem solver and have the ability to mediate disputes and negotiate equitable solutions regarding personnel issues.

Work is governed by City policies and State and Federal mandates.

5) Working Conditions:

This position routinely works normal business hours, but may be required to attend night meetings. Most work time is spent in an office environment without exposure to hazardous conditions.

6) Resource Accountability:

This position is responsible for developing, implementing and managing the department budget.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date