

CITY OF ARCADIA
HUMAN RESOURCES DIRECTOR

DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Human Resources Department including recruitment and selection, employee benefits administration and engagement, training and development, safety, liability and risk management, Workers' Compensation, employee and labor relations, classification and compensation, leave management and other related program areas; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume full management responsibility for all Human Resources Department services and activities including recruitment and selection, employee benefits administration and engagement, training and development, safety, liability and risk management, Workers' Compensation, employee and labor relations, classification and compensation, leave management, and other related program areas.

Provide high level support to the Chief Negotiator in establishing the general direction and tone of the City's employer-employee relations efforts; as needed, plan, prepare, and represent the City in employer-employee relations matters including impasse resolution and grievance administration, and implement and administer labor contracts.

Manage the development and implementation of Human Resources Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Human Resources Department to other City departments, elected officials and outside agencies; explain and interpret Human Resources Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Human Resources Department personnel; provide or coordinate

staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, and coordinate the Human Resources Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Human Resources Department's budget.

Coordinate Human Resources Department activities with those of other departments and outside agencies and organizations.

Advise and provide staff assistance to the City Manager, City Council, and City staff regarding Human Resources or related issues; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Human Resources programs, policies, and procedures as appropriate.

Audit and approve Human Resources purchase orders, bills, invoices, and related charges.

Attend and ensure coordination of Human Resources Commission meetings; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of administrative services programs.

Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive Human Resources program, to include risk management.

Pertinent Federal, State, and local laws, codes, and regulations pertaining to employment and labor, safety, benefit programs, insurance programs, liability, Workers' Compensation, retirement, FEHA, ADA, EEO, FMLA/CFRA/PDL, and other related program areas.

Organization and management practices as applied to the analysis and evaluation of Human Resources programs, policies, and operational needs.

Principles and practices of Human Resources administration, including compliance, research, employer-employee relations, program administration, classification and compensation, training, risk management.

Information sources and research techniques related to the fields of public administration, human resources, risk management, budget preparation.

Principles of supervision, training, and performance evaluation.

Safe driving principles and practices.

Skill to:

Operate office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Human Resources Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient Human Resources and Risk Management services.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and clerical staff; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community and City Council issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer the Department budget; allocate limited resources in a cost-effective manner.

Prepare clear and concise administrative reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in past and current employment history. A typical example includes:

Experience:

Six years of progressively responsible experience in Human Resources administration, labor relations, benefit administration, and risk management, including at least three years of management experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university in Human Resources, Business, Public Administration, or a closely related field. A Master's degree in Public or Business Administration is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: December 2023