

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: HUMAN RESOURCES AND
LABOR RELATIONS DIRECTOR
DEPARTMENT: HUMAN RESOURCES
REPORTS TO: CITY MANAGER

**JOB CODE: 1310
DATE: 2/08**

JOB SUMMARY:

Plans, directs, organizes, and controls operations of the Human Resources Department, including employment process, employee benefits program(s), classification and compensation, employee records, employee training, and employee counseling on rights and personnel matters within both unionized and non-unionized environment.

ESSENTIAL JOB FUNCTIONS:

Ensures that the city operates under a fair personnel system by overseeing the activities of recruitment, examination, and referral.

Plans long-range goals, objectives, organizational structure, and overall direction for the department; ensures that all applicable federal, state, and local codes and ordinances are enforced.

Manages all aspects of the city's classification and compensation system; keeps statistics; recommends changes and estimates costs.

Manages most aspects of the city's employee benefit programs; ensures that the programs remain cost-effective while meeting the needs of the employee population and city management.

Acts as chief negotiator and coordinates the work of the city's labor contract negotiating teams in drafting contracts; oversees the administration of labor contracts and the dispute resolution process.

Confers with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements; serves as resource person on human resources related issues for the City Council, City Manager, other departments, and the public; resolves conflicts on major issues affecting city personnel.

Monitors, reviews, and communicates the implementation phases of the department's strategic plans to ensure that long-range goals and objectives are met.

Plans, allocates, and monitors time, people, equipment, and other resources for the city to ensure efficient organization and completion of work.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including interviewing, hiring, training, appraising performance, rewarding and disciplining employees, addressing complaints, resolving problems, and planning, assigning, and directing work; establishes and monitors personnel and staff policies and procedures.

Prepares and presents agenda items to the City Council.

Develops and recommends operating budget for the department annually; monitors and administers approved budget.

Represents the city at various functions, meeting with officials, citizens, representatives of the press, and various persons within the community to establish goodwill and resolve/respond to issues.

Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, administering state and federal grants, and presenting technical data to management, elected officials, and others.

Keeps abreast of current trends in human resources management and related regulatory laws; ensures compliance with current related laws.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree (Master's degree preferred) from a four-year college or university in public administration, business administration, human resources management or a related field; and, five or more years of progressively responsible experience; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of public human resource administration.

Principles and practices of labor contract negotiation and administration.

Principles and practices of strategic planning.

Principles and practices of budgeting.

Principles and practices of risk management.

Fringe benefit program design and administration.

Pension plan design and administration.

City human resource programs, rules, and regulations.

Municipal budgeting procedures and multi-funded financing operations.

Administrative principles and practices, including goal setting and program budget development and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal, and local laws, rules, and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

Computer applications related to the work.

Skill in:

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks and to understand, interpret, and persuasively communicate complicated policies, procedures, and protocols.

Communicating clearly and effectively, orally and in writing.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Speak effectively before groups of employees.

Speak effectively before public groups and respond to questions.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Define problems, collect data, establish facts, and draw valid conclusions.

Interpret a variety of technical instructions with abstract and/or concrete variables.

Perform job duties while sitting at a desk or table or while intermittently sitting or standing.

Occasionally lift light objects.

Working Conditions:

The work is performed in an office.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.