

MAJOR FUNCTION

This is specialized professional and administrative work involving one or more of the City's human resources programs, systems and functions. An employee in this class is assigned responsibility for designated major activities associated with one or more functional areas, while paramount program/area management responsibilities rest with individuals assigned to a higher level classification. Functional areas include: Health and Safety, Alcohol and Drug Testing, Administrative Support Systems, Human Resource Management Information Systems, Compensation and Labor Relations, Planning and Development, and Benefits. The employee is responsible for serving as a subject matter expert to other Human Resources units, and as appropriate, to the organization. Incumbents are expected to work independently in carrying out designated responsibilities and varied assignments without detailed instructions. Work is subject to review by an administrative superior through reports, conferences, feedback from customers and observations of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages the daily operation of major elements of one or more designated administrative, functional or programmatic areas of the Human Resources Department under the direction of the principal to which full responsibility for the area has been assigned. (These areas may include classification and pay, drug and alcohol testing; employee benefits; planning and development, including personnel policies and systems orientation, performance management and rewards and recognition programs; administrative support systems; management information systems, and health and safety.) Serves as a content expert in assigned area. Conducts research, analyzes findings and recommends changes in assigned area(s) and develops procedures for implementation of approved policies or programs. Audits the City's practices, policies and procedures in assigned area for compliance with applicable guidelines, laws, and regulations. Monitors regulatory and legal changes applicable to assigned area, alerts those with a need to know of the changes and assists in developing compliance measures as applicable. Develops communication materials and conducts training on matters relating to area(s) of responsibility. Staffs and facilitates meetings of assigned area, cross-functional and City-wide boards and committees. Assists in preparing City Commission agenda items, RFP's and bid specifications. Evaluates contracts and recommends contract awards to support service needs. Monitors contract vendor compliance. Performs related work as required.

Other Important Duties

Serves as team leader or team member on ad-hoc department-wide or organization-wide project teams as needed. May supervise clerical or temporary workers performing administrative or support tasks related to area(s) of responsibility. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities And Skills**

Thorough knowledge of the designated assigned area, including industry-wide accepted methods, laws, practices and regulations. Ability to develop long-term strategic plans for functions and programs and to accurately evaluate gaps in service. Ability to analyze facts and exercise sound judgment in arriving at conclusions and recommendations. Ability to work independently. Ability to present facts and recommendations effectively orally and in writing. Ability to make public presentations and conduct training sessions. Ability to coordinate the efforts of and lead professional and clerical staff as needed to accomplish short-term objectives. Ability to establish and maintain effective working relationships. Skill in prioritizing work assignments. Skill in the operation and use of microcomputers and associated databases, software programs and peripherals that are necessary for successful job performance.

Minimum Training And Experience

Possession of a bachelor's degree in public, personnel, or business administration, human resources, industrial relations, psychology, occupational health and safety, management information systems, computer science, education, or liberal arts, and three years of professional experience that includes human resources, personnel, equal employment opportunity, payroll, human resource management information systems, employee/organizational development, performance improvement, training, occupational health and safety; benefit programs (including retirement program administration), classification and pay or any combination of experience in the aforementioned areas equaling three years; or an equivalent combination of training and experience.

Necessary Special Requirement

For designated positions allocated to this job class, must possess a valid Cass E State driver's license at the time of appointment.

Established: 08-18-07

Revised: 12-19-08

06-10-16