

**CITY OF FULSHEAR
HUMAN RESOURCES DIRECTOR**

CLASS SUMMARY

FLSA Status: E

Performs a variety of complex administrative, technical, and professional work in managing the personnel systems of the organization, including classification, compensation, recruitment, selection, labor relations, and training, directing/administering the City's Human Resources department. Duties include the administration and interpretation of personnel rules, regulations, and policies, facilitating and coordinating a variety of other employee relations programs, directing employee benefits and related employee services, developing and revising personnel management policies, directing the maintenance of accurate personnel records and systems classification and pay plans; and counseling and advising administrators, supervisors, staff, and applicants on employment issues. Work is performed under the general direction of the City management and the employee is responsible for determining work procedures and for carrying assignments through to completion. Supervision is exercised over clerical/support staff assigned to or performing personnel and HR tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to the city officials; makes presentations to councils, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Manages departmental budget as well as to provide assistance and guidance for personnel related matters affecting the City's overall operating budget.

Directs, administers, and performs employment recruitment and selection related duties including: job postings and job description preparation, conducting applicant screening, facilitating the interview and hiring process with department managers and City management; oversees "new hire" orientation processes and personnel records maintenance.

Provides guidance, advice, recommendations and interpretation of City rules and regulations, city ordinances and State and Federal legislation and mandates concerning HR, personnel, and employee relations and employment related issues.

Represents the City at hearings and public meetings on HR/personnel related matters; takes or directs actions required, providing and/or maintaining appropriate documentation.

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Directs organizational development programs.

Directs/conducts testing for pre-employment and employment.

Administers employee benefits activities including renewals, claims management, and COBRA; Ensures compliance with the Federal Affordable Care Act (ACA)

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among City workers and resolves grievances.

Handles processing of Worker's Compensation claims.

Participates in conducting wage and benefit surveys with other public and private sector agencies; prepares summary reports and makes recommendations based on data; performs job analyses, revises existing job descriptions and writes new job descriptions.

Develops and directs the maintenance of personnel records and systems classification and compensation plans.

Responds to public inquires and requests on all employment related issues.

Designs, develops, writes, evaluates, analyzes, and revises City policies, rules, regulations, codes, and ordinances to comply with existing or new local, state and Federal mandates, ensuring compliance; monitors City activities for compliance with EEO and other regulations, and responds/investigates all charges of discrimination.

Plans, directs, supervises and evaluates the work of subordinate clerical staff.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *(The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is frequently required to sit, talk, or hear. The use of hands is required for the manipulation of various office equipment/machines. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

While performing the duties of this job, the employee is normally not exposed to outside weather conditions. The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS

Work requires possession of a Bachelor's Degree in public administration, organizational or business management, human resources or a related field; and a minimum of five (5) years progressive responsible experience in local government human resources management; or any equivalent combination of education and/or experience that provides the following knowledge, abilities, and skills:

Considerable knowledge of all Federal, State, and local laws and regulations, principles, practices, and methods applicable to the field of human resources management.

Knowledge of and ability to manage appropriate utilization of computer technology to effectively and efficiently execute the mission of the division.

Ability to ensure that the policies, practices, and regulations of the City are fairly and equitably administered.

Demonstrated supervisory and leadership ability, with excellent interpersonal skills and competency to guide human resource issues to an amiable, prompt, and effective resolution.

Ability to establish and maintain collaborative working relationships with other city administrative, professional, and staff employees, and to meet with such personnel to stay informed of events and issues, focusing on problem identification and resolution, information exchange, and joint cooperation.

Demonstrated superior ability to communicate effectively orally and in writing, and to present, explain, and advocate district programs, policies, and procedures to City officials and employees.

Excellent interviewing, data collection, and report writing skills, with technical excellence in the negotiation, application and administration of agreements, proposals, and contracts.

Ability to effectively plan, coordinate, organize, schedule, and prioritize activities, functions, and assignments, with flexibility to adapt to changing and urgent deadlines and work requirements.

Ability to perform research and prepare informational literature, and to effectively disseminate information and data in a timely and responsive manner.

LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS

IPMA-CP/IPMA-SCP or PHR/SPHR certification preferred; membership in local government professional association desirable.

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