



August 2019
FLSA: Exempt

DIRECTOR OF HUMAN RESOURCES

DEFINITION

The Human Resources Director manages the Human Resources Department in the administration of employee development, recruitment, classification, compensation, performance management, investigations, benefits, leave administration and employee relations functions; performs highly complex administrative and professional level work in the implementation of the Human Resources Department's goals and objectives; provides expert professional assistance to management and supervisory staff in the District in personnel and related matters; assists the District Manager in the administration of personnel and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

This position receives general direction from the District Manager and provides direction and supervision to the Human Resources Analyst.

CLASS CHARACTERISTICS

The Director of Human Resources is a Department Director classification that oversees, directs, and participates in all activities of the Human Resources Department including short and long-term planning and development and administration of departmental and District policies, procedures and services. This classification is appointed by the District Manager and provides human resources related assistance to staff and management. Successful performance of the work requires extensive experience in, and knowledge of, human resources laws, rules and regulations and the ability to develop, oversee and implement human resources related projects and programs. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing complex and varied functions of the department. The incumbent is part of the District's Leadership Team and accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives related to the District's Human Resources.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Duties may include but are not limited to the following:

- Assumes full management responsibility for all programs, services and activities of the Human Resources Department.
- Prepares, directs and coordinates the development and implementation of human resources goals, objectives, policies, procedures and work standards for the District.
- Establishes, within District policy, appropriate budget, service, and staffing level for administration of department; develops and administers the department's budget; estimates funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; identifies cost-saving strategies and implements adjustments as necessary.
- Selects, trains, motivates, and directs staff of the Human Resources Department; evaluates and reviews work for acceptability and conformance with departmental and District standards, including program

and project priorities and performance evaluations; provides or coordinates staff training; coaches employees toward improved performance; implements discipline and termination procedures; responds to staff questions and concerns.

- Ensures the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, identifies opportunities for improvement and implements needed changes.
- Consults with and advises District Manager, managers and supervisors on specific personnel and employee relations problems, investigates employee relations issues, concerns, and problems; assists in the administration of employer-employee relations problems, including discipline and discharge actions.
- Manages the processing of personnel transactions including additions, changes and deletions to the information management system; coordinates the processing of personnel transactions with the Finance Department to ensure timely processing and implementation of additions, changes and deletions; oversees the enrollment process into the employee benefit program.
- Oversees coordination of the new employee orientation program and maintenance of the District's personnel files and related records.
- Participates in representing the District in matters of concern to bargaining units representing District employees; assists in resolving labor relations problems; handles grievances; may assume a lead role and participates in negotiations and meet and confer sessions with bargaining units.
- Oversees, manages, directs and/or participates in conducting recruitment, testing and certification program for the District; reviews and approves recruitment and exam plans using established guidelines; consults with staff in operating departments to determine staffing needs and develops appropriate plans to address those needs; develops and maintains recruitment and testing schedule.
- Develops, recommends and maintains policies, programs and procedures; amends and interprets District rules, policies, procedures, and Memorandums of Understanding; applies Federal and State and local regulations.
- Oversees the District's benefits and leave management programs and negotiation with insurance carriers on rates and coverage; oversees work with insurance brokers to obtain the best rates and coverage; works with insurance brokers to obtain the best rates and coverage for a variety of products; monitors industry trends and recommends strategies to the District Manager dealing with cost and quality.
- Manages, directs and conducts the District's performance management program; trains and educates managers, supervisors, and employees in conducting performance reviews; consults with managers and supervisors and employees in developing plans for resolving performance issues.
- Manages, directs and conducts classification and compensation studies; reviews position description questionnaires; conducts or supervises desk audits; analyzes and recommends new job classifications, amendments to existing job specifications, reclassifications; conducts salary surveys using appropriate methodologies and recommends appropriate salary ranges.
- Provides training and/or oversees scheduling and coordination of training workshops.
- Explores application of new human resources technologies and recommends acquisition when appropriate.
- Conducts investigations into discrimination complaints; prepares investigative reports and recommends resolutions.
- Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

- The principles, practices and techniques of personnel assessment and employment testing including, but not limited to the Uniform Guidelines on Employee Selection Procedures; the Standards for Educational and Psychological Testing and other authorities.
- The principles, practices and techniques of position classification and compensation management.

- The principles, practices and techniques and requirements of the Meyers-Millias-Brown and the Ralph M. Brown Acts as they pertain to scope of bargaining and commissions.
- Principles, practices and techniques of program analysis.
- Pertinent Federal, State and local laws, codes and regulations dealing with the employment process.
- The principles, practices and techniques of employee benefit management.
- The principles, practices and techniques of supervision, training, employee evaluation and performance management programs and employee counseling.

Ability to:

- Resolve complex personnel management issues in a constructive manner.
- Prepare complex written reports in a clear and precise manner.
- Analyze data and develop appropriate conclusions.
- Make public presentations before the Board of Trustees and other authorities.
- Maintain cooperative and constructive relationships with the position's stakeholders.
- Apply rules, regulations, labor agreements, state and federal laws to complex personnel management problems.
- Use a variety of computer applications to manage information.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities may be qualifying. A typical way to obtain the required qualifications would be:

Possession of a bachelor's degree from an accredited college or university with major course work in human resources, public or business administration or a related field. A Masters in Human Resources is desirable.

Sufficient years (10-15) of progressively responsible human resources management experience, preferably in a public agency, which also includes 5 years of direct supervision.

Proficiency with business office and financial accounting software applications used in human resources information systems.

Licenses and Certifications:

Senior Certified Professional designation through IPMA-HR, SHRM, or HRCI very desirable.

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage.](#)

PHYSICAL DEMANDS

The position requires walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in the preparation of correspondence, minutes, reports, and forms using a computer keyboard. Additionally, the position requires near vision in reading documents and email correspondence and acute hearing when providing phone and in person customer service. When leading meetings, incumbents communicate with others verbally and in a group setting. The incumbent may need to lift, drag and push files weighing up to 25 pounds.

[LINK to Director of Human Resources Physical Demands](#)

WORKING CONDITIONS

The Human Resources Director's work is primarily indoors sitting or standing at a desk for prolonged periods of time with the ability to move about at will, but also travel outside the office in order to attend meetings or trainings. The incumbent works in an environment of frequent interruptions.

ADDITIONAL INFORMATION

Disaster Service Worker:

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.