

City of Oregon City

Position Description

Position: Human Resources Director	Management
Department/Site: City Hall	FLSA: Exempt
Evaluated by: City Manager	Salary Grade: 157

Summary

Plans, directs, reviews and administers the activities and operations of the Human Resources Department for the City. Duties include activities related to recruitment, classification, compensation, benefits, labor relations, personnel policies and procedures, employee development and training, safety, risk management and workers compensation.

This position receives administrative direction from the City Manager. Exercises direct supervision over assigned technical and support staff.

Distinguishing Career Features

The Human Resources Director is a working management position requiring considerable professional-level training in modern human resources management. Advancement to this position would require compliance with the minimum qualifications listed below and demonstrated competency in human resources management and at working with external governing boards and employee collective bargaining associations.

Essential Duties and Responsibilities

- Manages and coordinates the organization, staffing and operational activities for human resources including recruitment, classification, salary administration, equal employment, orientation and training, and labor/employee relations.
 - Organizes and directs activities connected with employment, recruitment, and candidate selection processes. Assures compliance with recruitment policies and procedures. Coordinates and participates in reviews of applications, candidate interviews, verification of skills and abilities, references, and pre-employment testing.
 - Develops Citywide training programs and conduct associated needs assessments.
- Coordinates and/or participates in various Human Resources activities such as the development and implementation of goals, objectives, policies and priorities for human resource programs including developing and maintaining of communications materials.
- Consults with management and employees to resolve sensitive and significant personnel issues such as grievances, communications difficulties, etc.
- Participates in the development and administration of the human resource department budget. Forecasts additional funds needed for staffing, equipment, materials and supplies.

▪ Serves as advisor to management and staff on matters such as performance management, skill development, general morale, and other employee relation matters. Evaluates human relations and work related problems, recommending the most effective solutions.
▪ Interprets and provides information on human resources policies, rules, regulations, and labor contracts to administrators and employees.
▪ Communicates salary and benefit programs to employees. Collects, analyzes, and prepares information for purposes of determining salary placement. Ensures that employees get timely service on benefits matters.
▪ Receives and files claims and lawsuits against the City, reviewing, analyzing, and forwarding to the City's insurance carrier or counsel.
▪ Serves on the City's Safety Committee as an advisor ensuring that safety and training issues of the City are being met.
▪ Communicates, orients, and enforces personnel policies. Investigates incidents, accidents, and other job-related claims, conferring with managers and employees, and recommending actions.
▪ Participates in labor relations activities including preparation for disciplinary actions for represented employees, and serves as a standing member of the City's negotiating team.
▪ Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

▪ Requires specialized professional knowledge of the principles, practices, and procedures of classification, compensation, benefits, employment, conflict resolution, labor relations, risk management, safety and training, and other human resources services. ▪ Requires in-depth knowledge of federal and state laws governing employment and other human resources functions. ▪ Requires special skill at facilitating small group processes, for resolving complex problems, and working with diverse groups (e.g., an advisory board, bargaining unit, and administrative team). ▪ Requires well-developed written language skills to prepare complex reports and to draft policies and procedures. ▪ Requires sufficient math skills to compute sums, averages, ratios, products, and quotients. ▪ Requires well-developed human relations skills to communicate technical concepts to others often in formal presentation settings, conduct training, build an effective team, counsel employees, carry out negotiations, and resolve confrontation.

▪ Abilities

▪ Requires the ability to carry out the objectives and duties of the position. ▪ Requires the ability to organize and implement recruitment for all levels of
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positions.

- Requires the ability to research and oversee the management and coordination of the employee benefits program for the City. Analyzes and makes recommendations regarding the design and delivery of benefits.
- Must be able to analyze problems, prepare reports, and develop recommendations on personnel actions that are fair and in the best interest of the City.
- Develop and maintains systems that provide for proper documentation, evaluation, and control of personnel records.
- Requires the ability to conduct labor negotiations, oversee the administration of labor contracts, interprets contracts and assist in resolving grievances.
- Requires the knowledge and ability to serve as the City's risk manager and work with the City's insurance company, the public, and attorneys on claims filed against the City.
- Requires the ability to supervise, train, evaluate and motivate staff in a manner that promotes high morale and efficiency.
- Requires the ability to plan, organize, and prioritize complex and technical work processes in a high volume environment in order to meet schedules and timelines.
- Requires the ability to communicate technical information and to interact with administrators, governing boards, staff, and representatives of outside agencies.
- Requires skill in the use of basic personal computer software programs, including word processing and spreadsheet software programs.
- Requires the ability to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

▪ **Physical Abilities**

- Requires sufficient visual acuity to recognize letters and numbers, auditory ability to hear and respond to in-person and phone conversations, and physical ability to give presentations to large audiences.
- Requires hand-eye-arm coordination to use a personal computer keyboard and to transcribe verbatim conversation.
- Requires ambulatory ability to move to various work locations.

▪ **Education and Experience**

Requires a Bachelor's degree preferably in business, human resources management, public administration, or a related field and 8 years of progressively responsible human resources management. A Master's degree is preferred and may substitute for experience.

▪ **Licenses and Certificates**

A valid drivers license.

▪ **Working Conditions**

Work is performed indoors with minimal exposure to health and safety hazards.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.