

CITY OF GLENDALE

TITLE : Assistant Human Resources Director CLASS CODE: 248

REPORTS TO: Human Resources Director GRADE: 35

DEPARTMENT: Human Resources FLSA: E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Provides highly complex staff assistance to the Human Resources Director in the management of a comprehensive human resources program. Plans, organizes, and directs the activities and staff of functional divisions in the Human Resources Department.

ESSENTIAL FUNCTIONS:

1. Plans, organizes and supervises the activities and staff in the areas of employee and labor relations, employee training and development, recruitment and selection, and compensation and benefits.
2. Reviews and evaluates the effectiveness of human resources programs and activities.
3. Develops and submits new human resources policies and procedures to enhance organizational effectiveness.
4. Provides guidance and expertise on human resources research projects and other studies.
5. Provides accurate information to difficult human resources questions from federal and state agencies, City Council, senior management and department heads.
6. Directs the investigation and implementation of suspensions, reductions, discharges and other disciplinary actions.
7. Directs the Equal Employment Opportunity program to ensure non-discriminatory actions in hiring and promotion decisions.
8. Monitors and advises the Human Resources Director on unusual personnel trends and issues.
9. Meets with department heads, line managers, employees, and job applicants to discuss human resources matters.
10. Reviews and approve personnel actions.
11. Acts as Human Resources Director over departmental issues in his/her absence.

SECONDARY FUNCTION:

13. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Techniques and objectives of a comprehensive human resource program.
Principles and practices of human resources related to the public sector.
Statistical concepts and methods used in personnel processes and transactions.
Federal, State and Local employment laws and statutes and guidelines applicable to employee relations practices.
Local government organization structure and staffing requirements.

Skill in:

Using a Human Resource Information Management System.

Ability to:

Effectively supervise, train and develop staff.
Identify and respond to public, City Management and City Council issues and concerns.
Communicate effectively verbally and in writing.
Read and comprehend a variety of employment law source documents.
Effectively administer related human resource programs.
Establish and maintain effective working relationships with subordinates, superiors, and associates.

WORKING CONDITIONS:

Office and field setting.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration, Public Administration, Human Resource Management or a related field. Five (5) years of progressively responsible professional experience in public sector human resources administration, including two (2) years of supervisory experience. Master's Degree preferred. Any equivalent combination of training and experience, which provides the required knowledge, skills and abilities, is qualifying.

SPECIAL REQUIREMENTS:

This position may require the use of a personal or City vehicle to conduct City business. Possession of a valid driver's license is required to operate a City vehicle.