

**CITY OF GLENDALE**

**TITLE:                   Human Resources & Risk                   CLASS CODE:       249**  
**Management Director**

**REPORTS TO:    City Manager                                   GRADE:       55**

**DEPARTMENT: Human Resources                           FLSA:       E**

**JOB SPECIFICATION DATE: August 24, 2005 cm**

**JOB SUMMARY:**

Plans organizes and directs the activities and staff of the Human Resources and Risk Management Department including recruitment and selection, classification, employee benefits, occupational safety and health, organizational development and training, employee relations, equal employment law compliance, city-wide volunteer services; coordinates assigned activities with other city departments, divisions and external agencies.

**ESSENTIAL FUNCTIONS:**

1. Assumes full management responsibility for all functions and activities of the Human Resources Department including recruitment and selection, classification and compensation, employee benefits, occupational safety and health, organizational development and training, employee relations, equal employment law compliance, city wide volunteer services.
2. Manages the development and implementation of Human Resources department, goals, objectives, policies and priorities for each function.
3. Establishes appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plans, organizes, directs, coordinates the Human Resources Department's work plan; assigns projects and programmatic responsibilities; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems.
5. Selects, trains, motivates and evaluates Human Resources department personnel; provides staff training.
6. Oversees and directs the development and administration of the Human Resources Department annual budget.
7. Explains, justifies and defends Human Resources department programs, policies, and budgetary adjustments as appropriate and necessary.
8. Explains, justifies and defends Human Resources department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
9. Represents the Human Resources department to other City departments, elected officials and external agencies; directs the coordination Human Resources Department activities with those of other departments and outside agencies and organizations.
10. Participates on a variety of boards and committees; prepares and presents staff reports and other necessary correspondence.
11. Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field of human resource management.
12. Responds to, and resolves sensitive personnel management issues.

## **SECONDARY FUNCTIONS:**

13. Performs related duties and responsibilities as required.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Knowledge of:**

Contemporary human resource management theory, principles and practices.  
Federal, State and local employment law and regulations governing all activities of the Human Resources Department.  
Operational characteristics, functions and activities of the Human Resources Department  
Principles and practices of program development and administration.  
Principles of supervision, training and performance evaluation.  
Human relations principles and techniques.  
Management and supervision principles, practices and techniques.  
Municipal budget preparation and administration.

### **Skill in:**

Applying above state knowledge and principles.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

### **Ability to:**

Lead and direct the operations, functions and activities of the Human Resources Department.  
Identify and respond to community and City Council issues, concerns and needs.  
Develop and administer development goals, objectives and procedures.  
Prepare clear and concise administrative and financial reports.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze and evaluate new service delivery methods and techniques.  
Communicate clearly and concisely, both orally and in writing.

## **WORKING CONDITIONS:**

Office Setting.

## **MINIMUM REQUIREMENTS:**

Bachelor's degree in public, personnel or business administration, industrial relations or related field and eight years experience in all phases of public or private sector personnel administration including three years of progressively responsible supervisory experience. Masters Degree preferred.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.

## **SPECIAL REQUIREMENTS:**

Valid Arizona driver's license.