

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Human Resources Director	Job Family:
General Classification: Management	Job Grade:

Definition: Plan, organize, and provide direction and oversight for Human Resources Department functions. Provide services to other City departments in the areas of labor relations; recruitment, selection, and promotion; classification and compensation; employee performance management; training and development; benefits administration; wellness and engagement; employee coaching, training, and organizational development; and strategic workforce and succession planning.

Distinguishing Characteristics: This is a department head-level position reporting to the Assistant City Manager. The incumbent is a member of the City's executive team and participates on various Citywide committees as well as participating in organizational, operational, and budgetary planning meetings. Exercises supervision of management and supervisory staff and indirect supervision of technical, professional, and clerical staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Plan, direct, and coordinate activities of the Human Resources Department.
2. Develop and implement the Human Resources Department goals, objectives, policies, and programs that align with and support the City's strategic goals.
3. Evaluate the Human Resources Department structure and team plan for continual improvement of the efficiency and effectiveness of programs and services.
4. Develop professional and personal growth opportunities for staff.
5. Oversee the City's labor relations program; develop management strategies in response to meet and confer, grievance, and disciplinary processes; and coordinate the City's labor relations negotiating team and administer resulting agreements.
6. Partner with department heads to develop staffing succession planning and strategies; and implement plans and programs to identify talent to strategically fill positions.
7. Conduct research and analysis of organizational trends, including review of reports and metrics from employee surveys and the City's human resources information system (HRIS).

Position Title: Human Resources Director

Page 2 of 4

8. Monitor and ensure the City's compliance with Federal, State, and local employment laws and regulations and recommended best practices; and review and modify policies and practices to maintain compliance.
9. Maintain knowledge of trends, best practices, regulatory changes, and new technology in human resources, talent management, and employment law, and apply this knowledge to communicate changes in policy, practice, and resources to upper management.
10. Manage the City's organizational development program that promotes continuous learning through training, tuition reimbursement programs, coaching, employee development, onboarding, employee orientation, performance management, development, and coaching initiatives.
11. Consult with the City Manager, department heads, employee representatives, and others on matters related to policy interpretation, discipline, grievances, and other personnel-related processes.
12. Manage the City's benefits, wellness, classification, compensation, and organizational development programs.
13. Keep the City Manager properly informed of activities and issues of the department and organization. Prepare for and make presentations to the City Council, as necessary.
14. Administer the City's recruitment, selection, promotion, and evaluation programs.
15. Oversee salary and total compensation surveys. Make pay and benefit recommendations to the City Manager and City Council.
16. Interact with and counsel employees for work-related issues, appeals, and grievance rights, and other issues of general concern.
17. Develop, prepare, and administer the department budget.
18. Hire, train, motivate, and evaluate staff. Assign work activities, projects, and programs; monitor work flow; and review and evaluate work products and methods.
19. Develop, implement, and review department goals, objectives, policies, and procedures in order to provide adequate service to City departments, employees, and the public.
20. Oversee the processing of personnel actions and the administration of personnel files.

21. Initiate and conduct special studies and reports to determine the feasibility of new programs and services.
22. Serve on various Citywide committees.
23. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of public administration and personnel management; principles and practices of labor relations and negotiations; laws, rules, regulations, and court decisions relating to public personnel administration; principles and practices of administrative analysis and policy development and implementation; principles and practices of leadership, motivation, supervision, team-building, training, and conflict resolution; budgeting procedures and techniques; and conflict resolution and negotiation techniques.

Ability to: Plan, organize, and direct municipal personnel programs and activities; represent the City and negotiate with represented groups; interpret and apply rules, regulations, laws, policies, and procedures; analyze existing systems, process, and procedures and modify or streamline; analyze issues, identify alternative solutions, and implement recommendations in support of goals; prepare and present oral and written reports; counsel employees and resolve conflicts; develop, prepare, and administer a departmental budget; select, train, supervise, and evaluate staff; establish and maintain effective working relationships with those contacted in the course of work; work collaboratively with others; and communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Training and experience equivalent to a bachelor's degree in public or business administration, personnel administration, or a related field; and five years of increasingly responsible human resources experience in the following areas: recruitment and selection, employee relations; and employer-employee negotiations, pay, and classification; and benefits administration. Additionally, at least two years of supervisory experience is required. Public sector human resources experience is highly desirable.

Position Title: Human Resources Director

Page 4 of 4

Required Licenses or Certificates: Possession of a valid California Driver License.

Established: March 1992

Revised: March 2023

HRD/CLASS SPECS

Human Resources Director