

CITY OF REDWOOD CITY HUMAN RESOURCES DIRECTOR

DEFINITION

To plan, assign, supervise and participate in the development, implementation and administration of the City's personnel management system; and to plan and oversee Human Service programs and activities, including those associated with the Fair Oaks Community Center.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager.

Responsibilities include direct and indirect supervision of professional, technical and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Coordinate, maintain and supervise the administration of effective personnel policies, practices, and procedures, advising management and employees in their interpretation when necessary.

Supervise and administer the classification, compensation, and benefit plans, recruitment and selection, employee training, and employee evaluations programs.

Participate in formulating, recommending, and coordinating the implementation of policies, rules and practices for carrying out the personnel program.

Participate in the negotiations process with employee organizations as a member of the management team; perform needed research, maintain records, and prepare, process and implement Memoranda of Understanding as they pertain to personnel matters.

Advise management and employees regarding grievance procedures and monitor the process; serve as the City's Grievance Officer.

Maintain the City's personnel files.

Coordinate personnel activities with other City departments.

Supervise and participate in the preparation of various personnel reports.

Prepare and administer the Human Resources Department budget.

Coordinate and oversee a variety of Human Services Programs and activities, including those associated with the Fair Oaks Community Center.

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Attend meetings of and provide staff assistance to the Fair Oaks Community Center Advisory Board, the Senior Citizens' Advisory Committee, the Housing and Human Concern Committee and the City Council.

Participate in contract negotiations involving the City and other human service providers.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of public personnel administration, including methods and techniques used in recruitment and selection, classification, salary administration, training and development, and benefits administration.

Overall social needs of the Redwood City community.

Principles, practices and methods used in the delivery of human services in the context of local government.

Applicable Federal, State, and local laws, regulations, ordinances and policies.

Negotiation methods and techniques.

Principles and practices of organization, administration, and budget.

Report writing methods and techniques.

Affirmative Action and Equal Employment Opportunity guidelines and requirements.

Applicable labor relations laws, methods and practices.

Ability to:

Plan, organize, and direct a variety of public personnel policies and programs.

Select, supervise, plan, assign, and evaluate the work of assigned staff.

Prepare and present clear and concise reports.

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Exercise independent judgment in the solution of personnel problems.

Understand and work with a variety of socio-economic groups.

Oversee and coordinate a variety of human service programs.

Establish effective working relationships with officials, employees, and the general public.

Effectively conduct negotiations with recognized employee groups.

Meet appropriate physical demands necessary for adequate job performance.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of progressively responsible experience in all phases of a public personnel program.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major study in public, personnel, or business administration, or a related field. A Master's degree is desirable.

License or Certificates:

Possession of a valid California Driver's License.

Effective Date: November, 1984

Bargaining Group: Executive Management