



Title: Deputy Director of Human Resources

FLSA STATUS: Exempt from overtime under Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Human Resources Director.

Exercises supervision over professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources management, personnel management, public or business administration, or a related degree or equivalent.
- **Experience:** Minimum of seven years increasingly responsible professional experience in human resources management, including at least two years of supervisory or administrative responsibility. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** None Required

PREFERRED/DESIRABLE QUALIFICATION(s):

- Professional Human Resources certification is preferred, such as:
 - PHR (Professional in Human Resources)
 - SPHR (Senior Professional in Human Resources)
 - IPMA-CP (Certified Professional in Human Resources)
 - CCP (Certified Compensation Professional)
 - CBP (Certified Benefits Professional)
 - NPELRA – CLRP (Certified Labor Relations Professional)
- Experience in a municipal or government setting.
- Experience with self-funded benefits and workers compensation programs is preferred.



City of Peoria

HUMAN RESOURCES

JOB SUMMARY

The Deputy Director of the Human Resources Department is responsible for the administration of key activities of the department including employee-labor relations, employment, benefits, classification and compensation, employee training and development, safety, and Human Resources Management Information Systems (HRIS). The Deputy Director coordinates assigned responsibilities with other City departments and outside agencies and acts as Director of the department in the absence of the Director.

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Establishes goals and objectives for the Human Resources Department. Identifies needs, analyzes metrics, prepares, interprets and explains complex financial and administrative reports.
2	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, and monitoring staff performance and development. Demonstrates continuous efforts to improve operations, streamline work processes and work cooperatively and jointly to provide quality and seamless customer service.
3	Develops and interprets policy and provides staff direction on implementation of policies and procedures. Completes planning activities by establishing policies and procedures, identifying needs and resources and planning long range and strategic objectives. Assumes leadership role in developing and maintaining intergovernmental and regional relationship roles with various agencies.
4	Develops and administers the annual budget for the department. Prepares and reviews proposals for major initiatives and projects for operational impact.
5	Advises and consults with City management, labor representatives, employees, and representatives of other jurisdictions regarding a variety of personnel actions, laws, programs, and services. Monitors legislation and labor union agreements and develops policies, programs, and procedures to ensure compliance with federal, state, county, and local laws, regulations, and agreements.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, telephone, copier, scanner, fax machine, printers, calculator, smart phone and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.