



## **Title:** Human Resources Director

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the City Manager

Exercises direct supervision over a staff of professional, technical, and administrative employees

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in Human Resources, Public or Business Administration or related field.
- **Experience:** Minimum of seven (7) years management progressively responsible managerial, supervisory and administrative experience within Human Resources. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting
- Experience with labor relations/meet and confer process
- Masters degree in Human Resources, Public or Business Administration or related field
- Experience with self-insured health plans and workers compensation trusts
- Professional certifications in the Human Resources field
- Experience and knowledge of AZ employment laws

### **JOB SUMMARY**

The purpose of this position is to manage citywide Human Resources and direct the activities of the Human Resources Department. The Human Resources Director translates broad general guidance and policy into programs and advises City management on all human resource issues. Work is performed within policies with wide latitude for the exercise of independent judgment and subject to periodic review on the basis of results achieved.



**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	Recommends and develops citywide policies, regulations and practices related to human resources management. Plans, implements and reviews departmental goals.
2	Directs employees engaged in labor relations and contract administration, employee relations, recruitment, classification and compensation, employee benefits, training and organizational development and health and safety programs.
3	Confers with City management and staff and meets with other City employees and the general public on a wide range of human resources issues.
4	Works closely with the City Manager and Executive Team to define and establish strategic goals and objectives and execute successful business strategies.
5	Manages the annual budget for the department and oversees major initiatives and projects for operational impact.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b> 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.

<b>Work Environment for this position is indicated below with “X”</b> 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, printers, copiers and related software, and calculator.

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.