



<b>Job Title</b>	<b>Assistant Human Resources Director</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>At-Will</b>
<b>Zone</b>	<b>8</b>	<b>Job Code</b>	<b>19658</b>

**Class Specification – Assistant Human Resources Director**

<b>Summary Statement:</b>	
<p>The purpose of this position is to provide professional and diverse administrative work as the principal assistant to the Chief Human Resources Officer, assisting in planning, organizing, and directing the activities of the Human Resources Department. The Assistant Human Resources Director provides comprehensive assistance in developing, implementing, and monitoring City policies/procedures in all human resources-related matters, provides the Chief Human Resources Officer with recommendations on human resources-related issues, and serves as acting director in the absence of the director. Work is performed with significant discretion and initiative in carrying out departmental objectives efficiently and effectively under the general direction of the Chief Human Resources Officer.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Supervises the coordination of daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise. Supervises through subordinates the planning, scheduling, and coordination of department activities; researches, revises and develops policies, procedures and priorities to meet established goals and ensure legislative compliance. Assists with the development, implementation and maintenance of strategic, fiscal and service improvement plans for the Human Resources department. Serves as acting director in the absence of the director.
30%	Researches and recommends the development of or revisions to policies/procedure to insure best practice implementation or legislative compliance. Provides technical guidance, coaching, consultation, information, and assistance to City Manager, department directors, supervisors, and employees regarding human resources policies, practices, procedures, programs, and employee relations issues. Assists the Chief Human Resources Officer in managing the City's labor relations program, to include negotiating collective agreements, contract administration, drafting contract language,



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	handling of grievances, and proposed disciplinary action.
20%	Assists in the direction of the administration of City's classification and compensation plans and provides remedies, as needed. Administers and promotes the City's Equal Employment Opportunity and Affirmative Action Plan. Represents the Human Resources Department and the City, as needed, at conferences and professional meetings. Fosters positive employee relations and employee morale on a City-wide basis.

<b>Competencies Required:</b>	
Human Collaboration Skills:	Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Reading:	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math:	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing:	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

<b>Technical Skills Required:</b>	
Advanced Skills and Knowledge:	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.



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**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor’s degree from an accredited college or university with major coursework in human resources management, public administration, business administration, or related field.

**Experience:** Seven years of full-time responsible professional human resources management experience including five years of administrative, leadership, and supervisory experience.

**Education and Experience Equivalency:**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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**Supervision Exercised:** Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

**Receives General Direction:** Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

**Fiscal Responsibility:** This job title has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.



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**Physical Demands:**

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, ipad, iphone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office and specialized HRIS software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: January 2016

Revised: July 2022