



<b>Job Title</b>	<b>Chief Human Resource &amp; Risk Officer</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>SMG</b>	<b>Probationary Period</b>	<b>At-will</b>
<b>Zone</b>	<b>5</b>	<b>Job Code</b>	<b>19776</b>

### Class Specification – Chief Human Resource & Risk Officer

**Summary Statement:**

The purpose of this position is to direct, manage, supervise, and coordinate the activities and operations of the Human Resources Department. This is accomplished by receiving administrative direction from the Mayor and Chief of Staff; exercising management over managerial, supervisory, professional, technical, and clerical staff; assuming management responsibility for services and activities; participating in the development and implementation of organizational goals, objectives, policies, and priorities; evaluating the efficiency and effectiveness of service delivery methods and procedures; assigning work activities, projects, and programs; evaluating assigned personnel; participating in the development and administration of the Department’s annual budget; approving expenditures; representing the department to other departments, elected officials, and outside agencies; and coordinating staff training and working with staff to correct deficiencies. Other duties include providing consultation, interpretation, and advice to City staff regarding Human Resources concerns or problems; providing staff assistance to Mayor; participating in professional group meetings; and staying abreast of new trends and innovations in the field of Human Resources.

**Essential Functions**

Note: Regular and predictable attendance is an essential function in the performance of this job.

**Time %**  
(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%

Assumes management responsibility for assigned Department services and activities; identifies legal requirements; ensures policies, practices, and reporting are in compliance; oversees department operations; provides consultation and interpretation of laws and regulations; analyzes problems and recommends appropriate methods, approaches, strategies, and solutions; identifies project consequences of proposed actions; and implements and administers organization-wide human resource related services.

20%

Manages and participates in the development and implementation of goals and policies; coordinates, administers, and implements HR plans and programs for all employees; conducts organizational studies; and prepares strategic and financial plans consistent with organizational priorities.



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20%	Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, to ensure continuous improvement and organizational productivity; researches and evaluates programs and policies; performs complex quantitative and qualitative research and data collection; and analyzes complex technical documents and proposals and makes recommendations to senior management.
5%	Coordinates the Human Resources department activities with other departments, elected officials, and outside agencies; communicates clearly through a variety of mediums; and develops and maintains effective working relationships.
5%	Manages and coordinates work plan for assigned department staff and evaluates personnel by assigning work activities, projects, and programs; evaluates methods and procedures; mentors staff in the identification and resolution of problems; counsels employees to correct deficiencies; reviews disciplinary situations; and reviews and implements policies and procedures to meet organizational needs.

<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.



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**Technical Skills Required:**

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.

**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.

**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.

**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: November 2016

Revised: July 2018