



City of Irving Job Description

Human Resources Director

FLSA Status:	EXEMPT	Job Department:	Human Resources
Job Code:	31011	Reports To (Job Title):	Assistant City Manager

PURPOSE

To plan, oversee, organize and direct the activities of the Human Resources Department; including: employment (recruitment, hiring, promotions, and civil service testing), employee relations, compensation and classification, payroll, HRIS (Human Resources Information Systems), benefits and wellness, risk management, the Irving University training program, and employee engagement and recognition.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Provide and implement long- and short-range plans for the effective operation of department; lead and implement various department strategies and actions in the city Strategic Plan.
- Direct and oversee the execution of the citywide training, development, recognition and succession programs, aligning them to strategic priorities and bridging training gaps.
- Administer and direct a comprehensive human resources program; formulate and recommend policies, regulations and practices for carrying out the program.
- Direct and participate in the development and administration of the City's recruitment, selection, succession and performance evaluation activities, benefits/wellness program and risk management.
- Ensure that recruitment, hiring and employee relations practices comply with all applicable Federal and State laws, rules, regulations and city policies.
- Advise and assist employees and department management in a variety of personnel matters including the interpretation and application of personnel policies.
- Coordinate department activities with those of other departments and outside agencies and organizations; present reports and communicates other necessary correspondence to the City Manager's Office and City Council.
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Select, train, motivate, and evaluate personnel; provide or coordinate staff training; prepare and conduct employee performance evaluations; work with employees to correct deficiencies; implement discipline and termination procedures.
- Prepare, submit and monitor annual department budget.
- Participate with a variety of boards and committees; attend and participate in professional groups and organizations; remains apprised of trends, developments and legal opinions relating to the field of Human Resources.
- Respond to sensitive citizen and employee inquiries and complaints.

OTHER DUTIES AND RESPONSIBILITIES

- Communicate directives (verbally or in writing) advising department managers of city policy regarding equal employment opportunities, compensation, and employee benefits.
- Consult legal counsel to ensure that policies comply with federal and state law.
- Oversee the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
- Prepare and present staff reports and other necessary correspondence.
- Perform related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 18-21 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Develop, approve, submit and monitors annual department budget, adjustments and transfers.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in Business, Human Resources, Public Administration or a closely related field.
- Master's Degree in Business, Human Resources or Public Administration is highly desired.

EXPERIENCE

- Minimum of ten (10) years of increasingly responsible, related experience including five (5) years of administrative and management experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- None required.
- Highly desired: Lean Six Sigma Black Belt; Malcolm Baldrige examiner; Certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR).

KNOWLEDGE OF

- Administration and Management: Principles and processes involved in business and organizational planning, coordination and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques and production methods.
- Personnel and Human Resources (HR): Policies and practices involved in personnel/HR functions. This includes recruitment, selection, training and promotion regulations and procedures; compensation and benefits packages; employee relations and organizational development and HRIS (Human Resources Information Systems).
- Law and Government: Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and the democratic political process; especially state and federal laws pertaining to human resources administration.
- Confidentiality: Methods and techniques of the proper handling and precautions for classified confidential, and sensitive information.
- Education and Training: Instructional methods and training techniques, including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans and test design principles.
- Data-based analytical problem solving and organizational effectiveness methodologies, concepts and practices; total quality management philosophy and organizational application.
- Strategic planning and competitive analysis methodology.
- Advanced Math: Mathematical calculations including statistics, quantitative/qualitative.
- Statistical Principles: principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data. This includes survey methodology, development and administration.
- Municipal Government: General functions of city departments, including departmental needs and requirements

SKILLS AND ABILITIES IN

- Executive Summary: Synthesizing and simplifying complex concepts for executive audiences.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand, and as indicated by the needs of the audience.
- Interactive Presentation: Effectively presenting information and responding to questions from groups of managers, clients, customers, elected officials and the general public.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Judgment and Decision Making: Weighing the relative costs / benefits of a potential action.
- Management of Personnel Resources: Motivating, developing and directing people as they work, identifying the best people for the job.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.
- System Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Negotiation: Bringing others together and trying to reconcile differences.
- Persuasion: Persuading others to approach issues differently.

GUIDANCE RECEIVED

City Mission and Goals

Makes decisions with guidance provided by City mission, policies and goals. Sets related goals, service objectives and priorities for at least one Department and gains approval.

CONTACTS

Vendors, government agencies, organizations, businesses, customers, applicants, professional associations, and citizens.

EQUIPMENT AND PROPERTY

Standard office equipment, computers, printers, copiers, fax machines and presentation projectors.

PHYSICAL DEMANDS

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.*

The employee is regularly required to talk, listen, see, walk, stand and sit. Frequently, s/he is required to use hands to grasp, handle, or feel. Occasionally, s/he must lift and/or move up to 10 pounds. Occasionally, s/he is required to drive to various city sites.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Most work takes place in a typical office environment in which the noise level is usually low.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.