

JOB DESCRIPTION

CITY OF SPRINGFIELD

HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION

Job Title Director of Human Resources
Sch & Grade DHS-14 (Unclassified)
Class Code AA18
FLSA Status Exempt
Bargain Unit Elig. Not Eligible
Occupational Group Department Head Series

PRIMARY PURPOSE:

To develop and administer a Human Resources program in accordance with applicable ordinances, rules and regulations.

SUPERVISION:

Under the general direction and supervision of the Assistant City Manager; supervises department professional, technical, and administrative support personnel both directly and indirectly.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Serves as the principal advisor to the City Manager, Assistant City Manager, and other City officials on personnel matters, including employment, compensation, training, labor relations, safety, employee relations, retirement, and other fringe benefits.
2. Plans, coordinates and directs all activities of the Department of Human Resources, including employment, compensation, equal employment opportunity, affirmative action, risk management, safety, workers' compensation, benefits, payroll training and educational programs, performance appraisals, retirement programs, office procedures and record keeping.
3. Conducts internal and external investigations regarding sexual harassment, discrimination, hostile work environment, etc.
4. Conducts research, advises and makes recommendations to the City Manager, Assistant City Manager and Personnel Board on personnel matters.
5. Serves as Chief Negotiator in negotiations with all associations and unions recognized by the City.
6. Participates and advises management on all disciplinary matters effecting city personnel to insure compliance with policy and consistency within the City.
7. Meets with and advises other department officials on matters pertaining to human resources policies, procedures, rules, etc.
8. Consults with legal staff to ensure adherence to application of the Merit System to all City employees.
9. Oversees the scheduling of all necessary meetings of Personnel Board and per the City Charter, serves as secretary to the Personnel Board.
10. Supervises the preparation of personnel rules, periodic reports, budget estimates, and ordinances pertaining to personnel matters.
11. Monitors staff development and provide development to insure appropriate succession planning within the Department.
12. Confers with employees, employee group representatives, and management personnel on questions, problems, grievances, etc.
13. Oversees departmental budget including planning, preparing, and administering.
14. Exercises considerable contact with news media, various groups, and the general public.
15. Guides and directs a staff of professional, technical, and administrative support personnel.
16. Provides career development opportunities for Human Resources staff at all levels.
17. Develop and maintain professional working relationship with the Personnel Board.

IMPORTANT FUNCTIONS:

1. Attends conferences, seminars, workshops and other training for professional development purposes.
2. Utilizes computer software applications.
3. Develop and maintain working relationships with HR professionals and others providing services for City employees.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Must have considerable knowledge of the principles, practices, and laws of public human resources administration.

Abilities

Effectively develop human resources policy and administer and manage a municipal human resources department; make decisions on major policy matters; utilize sound independent judgment in preparing recommendations and formulating policies; prepare and present clear and comprehensive written reports; deal effectively and courteously with the City Council, other departments, governmental agencies, and the general public; negotiate effectively; establish and maintain good working relationships with subordinates and other City employees; present an overall professional image; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor's Degree in Human Resources, Personnel Administration, Public or Business Administration plus at least five years of professional experience in an appropriate position which must include supervisory and management level experience. Master’s degree in related area is highly desirable.

Physical Requirements

Pushes and pulls up to 25 pounds. Ability to operate a personal computer with keyboard and/or mouse.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

None required.

Miscellaneous Requirements

Must establish residency within the City limits of Springfield within six months of employment and maintain City residency throughout appointment.

Last Revision:	February 9, 2012	GENERAL ORDINANCE NO. 4609
Comments:	Updated Abilities	Date: June 10, 1996

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____