

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Assistant Director of Human Resources</u>
Sch & Grade	<u>PAT-12</u>
Class Code	<u>AB40</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Human Resources</u>

PRIMARY PURPOSE:

This is a highly responsible, professional and diverse administrative position serving as the principal assistant to the Human Resources Director, assisting in planning, organizing, leading and directing the activities of the Human Resources Department. The Assistant Human Resources Director directly oversees several divisions of the Human Resources Department and provides comprehensive assistance in developing, implementing and monitoring city policies/procedures in human resources-related matters.

SUPERVISION:

Under the general direction of the Director of Human Resources; supervises assigned professional, technical and administrative support staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Serves as the principal assistant to the Director in planning, organizing, directing, leading, supervising and evaluating assigned Human Resources divisions, programs, activities and staff.
2. Makes periodic reports to the Director of Human Resources on the current state of assigned functional areas, including prioritized recommendations for needed improvements. Confers with department heads, supervisors, employees and others on matters pertaining to assigned human resources activities.
3. Conducts research on human resources matters, advises and makes recommendations for changes to the Director.
4. Advises the Director regarding issues and concerns relating to assigned human resources divisions and program areas.
5. Plans, directs and conducts a wide variety of human resources management special studies and assignments for the Director of Human Resources. Supervises the preparation of reports and recommendations; prepares implementation plans and supervises the implementation of major recommendations accepted.
6. Reviews and evaluates the effectiveness of the above program activities.
7. Advises the Director on unusual human resources trends or problems.
8. Maintains contacts with all City departments to determine changing human resources needs and problems. Explains human resources policies, procedures, and regulations.
9. Meets and confers with staff members, job applicants, and employees or their representatives to discuss human resources matters.
10. Provides professional and technical expertise as a part of the City's collective bargaining process.
11. Demonstrates customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity and evaluates the effectiveness of the human resources program activities.

12. Serve as the Director of Human Resources in the absence of the Director.

IMPORTANT FUNCTIONS:

1. Attends conferences, seminars, workshops and other training for professional development purposes.
2. Utilizes computer software applications.
3. Develops and maintains 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 human resources administration; principles and practices of business and/or public administration; budgeting and fiscal principles, practices and procedures. Knowledge of municipal government organization is desirable.

Abilities

Effectively plan, direct, manage, supervise and evaluate Human Resources programs, activities and staff including directly overseeing several divisions; assist in the development of human resources policy; makes recommendations and decisions on policy matters; identify problems and initiate solutions and/or corrective measures; utilizes sound independent judgment in preparing recommendations and formulating policies that requires discretion; prepares and presents clear and comprehensive written reports; communicate effectively both verbally and in writing; establish and maintain effective working relationships with others; deal effectively and courteously with department managers, employees and external customers such as applicants, supervisors, unions, governmental agencies, and the general public; negotiates effectively; establishes and maintains good working relationships with subordinates and other City employees; presents an overall professional image; models and facilitates a working environment that encourages awareness and respect for differences among employees and citizens; performs effectively as a member of a team in carrying out the City's stated mission and philosophy; performs 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, Public or Business Administration, or a related field, or an equivalent combination of education and professional HR certification(s), plus at least four years of professional experience in a centralized human resources department which includes a variety of program areas as well as supervisory and management-level experience. Experience in government or public sector human resources is preferred but not required. Master's degree in a related area is 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

SHRM-CP, SHRM-SCP, CLRP, SPHR, or PHR certification desirable, but not required.

Miscellaneous Requirements

None required.

Last Revision:	GENERAL ORDINANCE NO. 6367
Comments: New Classification Approved	Date: May 15, 2017

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:** _____