

**MAJOR FUNCTION**

This is specialized professional and administrative work involving one or more of the programs and functions within the City's Human Resources and Workforce Development department. An employee in this class is assigned responsibility for designated major activities associated with one or more functional areas. Functional areas include employee recruitment and retention, employee engagement, benefits, compensation, position classification, labor relations and safety. The employee is responsible for serving as a subject matter expert to other HRWD units, and, as appropriate, to the City-wide organization. Incumbents are expected to work independently in carrying out designated responsibilities and varied assignments without detailed instructions. Work is subject to review by an administrative superior through reports, conferences, feedback from customers and observations of results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Manages the daily operation of major elements of one or more designated administrative, functional, or programmatic areas of the HRWD department under the direction of the principal to which full responsibility for the area has been assigned. (These areas may include classification and pay, drug and alcohol testing; employee benefits; planning and development, including personnel policies and systems orientation, performance and training management and rewards and recognition programs; administrative support systems; management information systems, and health and safety.) Serves as a content expert in assigned area. Conducts research, analyzes findings, and recommends changes in assigned area(s) and develops procedures for implementation of approved policies or programs. Review the City's practices, policies, and procedures in assigned area for compliance with applicable guidelines, laws, and regulations. Monitors regulatory and legal changes applicable to assigned area, alerts those with a need to know of the changes and assists in developing compliance measures as applicable. Develops communication materials and conducts training on matters relating to area(s) of responsibility. Serves as a contributor to the HRWD management team in the development and management of the department's strategic plan, fiscal management and problem resolution as it relates to areas of supervision.

Serves as team leader or team member. Directs and reviews the work of individuals performing similar or support tasks related to designated specialty, functional or programmatic area.

**Other Important Duties**

May provide training and prepare training materials. Serves as team leader or team member on ad-hoc department-wide or organization-wide project teams as needed. May supervise clerical or temporary workers performing administrative or support tasks related to area(s) of responsibility. Performs other work as required.

**Emergency Situations**

During an emergency situation, employees in this classification will be required to report and carry out duties as directed for the duration of an emergency. Depending on the nature of the emergency, this may require working extended hours for several days on short notice.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of program management. Knowledge of various training programs, including industry-wide accepted methods and practices. Thorough knowledge of the designated assigned area, including industry-wide accepted methods, laws, practices, and regulations. Ability to develop long-term strategic plans for functions and programs and to accurately evaluate gaps in service. Ability to analyze facts and exercise sound judgment in arriving at conclusions and recommendations. Ability to maintain confidentiality. Ability to work independently. Ability to present facts and recommendations

effectively orally and in writing. Ability to make public presentations and conduct training sessions. Ability to coordinate the efforts of and lead professional and clerical staff as needed to accomplish short-term objectives. Ability to establish and maintain effective working relationships. Skill in prioritizing work assignments. Skill in the operation and use of microcomputers and associated databases, software programs and peripherals that are necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in human resources, business or public administration, marketing or a related field and four years of experience in human resources, marketing, personnel, program management, training and/or organizational development; or an equivalent combination of training and experience. Two years of experience must be related to Human Resources.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 04-28-23

Revised: 03-12-26