

July 24, 2000

TO: Jim Preston, Acting Personnel Director

FROM: Bonnie Hughes, Community Development Director
Coleen J. Schmidt, Assistant Finance Officer

RE: Review of Assistant Human Resources Director Position Classification
Description

As you have requested, we evaluated the Position Classification Description that was prepared for an Assistant Human Resources Director.

We have evaluated the know-how at E (downhat) II (3) for 264 points. The know-how for the Personnel Director is 350 points, and this position should be at least two steps below that level. Problem solving was evaluated at E3 (38) for 100 points and accountability at E (downhat) 3C or 132 points. The total points therefore are 496, or equivalent to the Chief Building Official. Our 2000 salary resolution establishes that range at \$32,500 to \$48,750.

Please let us know if you wish further information or documentation regarding this task.

POSITION CLASSIFICATION DESCRIPTION

HUMAN RESOURCES MANAGER

Under general supervision of the Finance Officer, this division management level position performs administrative/management, technical and field duties related to the management of the City's human resources program. This position supervises division staff.

ESSENTIAL FUNCTIONS

Directs the operation of the Human Resources/Risk Management Division and directly supervises the division staff in providing administrative and technical support in all areas of human resources, including the areas of workers compensation and risk management, recruiting and benefit coordination and payroll.

Assists management, staff, individual employees and other agencies in matters involving recruitment, affirmative action, testing, selection, training, classification/compensation, benefits, assignment, promotion, discipline and other issues involving human resources management.

Participates in the settlement of grievances and other matters involving employee/management relations, disciplinary issues and employee career development.

Interprets and assists staff and governing body with implementation and compliance with all applicable federal, state and local laws and other directives regarding human resources, employment, loss control and safety issues.

Develops and implements human resources, loss control and workplace safety programs, policies and procedures and reviews programs and documentation for compliance with applicable laws and regulations.

Designs and delivers training in human resources, management, employee and workplace safety, employee benefits, or otherwise assists staff in developing, coordinating and documenting training efforts.

Conducts audit of position classification descriptions, including review of position and compensation from position description questionnaire and maintains position classification descriptions and salary history records;

ADDITIONAL TASKS

Develops, analyzes, and provides compensation data and other information as may be necessary in the collective bargaining process. Assists in conducting and analyzing classification and compensation surveys.

Develops, implements and monitors safety programs and other plans for cost containment of worker compensation, sick leave conservation and health insurance utilization.

Directs division's budget preparation and periodically reviews expenditures to ensure adherence to budgetary limitations.

Performs related duties as required.

ENVIRONMENTAL FACTORS

Performs duties in controlled office environment.

MINIMUM QUALIFICATIONS

Bachelor's degree in management, business, human resources or closely related field with a minimum of six years related managerial and technical experience, preferably within the public sector. Additional credentials such as Professional in Human Resources (PHR/SPHR), or similar professional designations or certifications desirable. Possess valid driver's license.

Issued 7-00.

Approved By: _____