

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JUNE 20, 2017 AGENDA

Subject:	Type:	Submitted By:
POSITION DESCRIPTION	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	KEVIN POKORNY DIRECTOR OF ADMINISTRATIVE SERVICES

SYNOPSIS

A job description for the new Human Resources Director position has been prepared.

FISCAL IMPACT

The FY17 Budget will not see any impact as vacancies will cover the cost of the position. There will be a request to increase the FY18 budget of \$45,500 for this position

RECOMMENDATION

Approval

BACKGROUND

The FY17 budget includes funding for a Human Resources Manager position. Because the position is currently vacant, it has been reevaluated. As a result, it is recommended that the position be reclassified to a Human Resources Director.

While the City's Human Resources function has evolved over the past several years, it has become increasingly more challenging to meet the organization's human capital needs. As such, staff has identified the need to transition Human Resources from a functional area to an independent department under the supervision of the Administrative Services Director. The Human Resources Director will be asked to shape a department that will build credibility and establish the trust and confidence of the City's leaders and employees. Because human capital is one of the City's primary resources, it is imperative that we ensure the proper selection, counseling, development, mentoring and evaluation of employees in order to achieve a cohesive work unit consistent with the City's mission, vision and values.

The proposed job description is attached for your review.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Human Resources Director
POSITION REPORTS To: Director of Administrative Services
POSITION SUPERVISES: Human Resources Assistant

DESCRIPTION:

Directly responsible for the overall administration, coordination, and evaluation of the Human Resources function including, recruitment, benefits, compensation, safety, training and development, workers' compensation, employee records management/Human Resources Information Systems, employee and labor relations and perform general HR duties as needed. Responsible for developing, implementing, and evaluating the Human Resources mission, vision, values, goals, strategic plan, programs, and policies. Supervise and mentor Human Resources Assistant who directly carries out program functions, serves as a member of the Management team, brings a human resources perspective and expertise to discussions on overall City policies and programs

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Serve as advisor to the City Administrator and Director of Administrative Services to provide HR perspective to discussions of city-wide programs and policies. Serve as liaison to Departments regarding HR policies, procedures, practices, and issues. Ensure compliance with relevant laws and regulations.
2. Monitor City-wide performance appraisal programs to ensure completion by management staff and consistency of results. Review all performance evaluations to ensure that evaluations are being used as an effective management tool.
3. Oversee and coordinate performance management activities. Counsel employees and managers on performance management issues. Assist supervisors with developing performance management strategies for specific situations (e.g. work plans, disciplinary actions, etc.).
4. Monitor and facilitate employee relations issues and counsel management accordingly. Coordination pre-disciplinary fact-finding and disciplinary hearings. Draft or assist supervisors in drafting disciplinary letters.
5. Research, develop, implement, and evaluate employee compensation and recognition programs and develop relevant programs and policies. Oversee compensation and classification studies.
6. Oversee Human Resources staff providing direction and expertise as needed. Hire, assign, and review duties; coach; mentor; evaluate staff; resolve problems; implement corrective action if necessary; and identify and provide training opportunities. Responsible for staffing, staff planning, conducting performance appraisals on direct reports in Human Resources Department, budgeting, ensuring compliance with training requirements, developing direct reports, and controlling department expenditures.
7. Serve as City's EEO/Affirmative Action specialist. Respond to complaints regarding protected class harassment or discrimination.
8. Administer collective bargaining agreements. Interpret contract provisions and apply to specific situations. Respond to questions from Managers and Employees regarding contract provisions and application. Act as liaison with union representatives to resolve labor/management issues.
9. Respond to grievances or assist Supervisors/Managers with grievance responses.
10. Serve as City Administrator's designee to respond to grievances that advance to the City Administrator. Prepare or assist with preparation for grievances.

11. Conducts special projects as assigned by the Director of Administrative Services.
12. Represents the City of La Vista by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner. Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.
13. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical and environmental demands listed here are representative of those that must be met / tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment.
- In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.
- Occasional travel includes local and regional meetings, and regular visits to city departments.
- This position may regularly be required to work evenings and weekends.
Operates a motor vehicle safely and legally.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. A Bachelor's degree in Human Resources, Business Management, Public Administration, Psychology, Political Science, or other related field from an accredited school, including education or training in specific Human Resources topics and law (e.g. ADA, FLMA, FLSA, etc.)
2. Five years of experience in Human Resources, two (2) of which must be in a Human Resources Management position with supervisory responsibilities; or an equivalent combination of related education and experience.
3. A Master's degree in Human Resources Management is strongly preferred.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of current human resources trends, developments and best practices. General knowledge of current techniques, practices, and principles in all aspects of personnel management, including labor relations; organizational design and behavior, theories of supervision.
2. Knowledge of the principles and practices of administrative management, including personnel rules, budgeting, procurement, contract management and employee supervision.
3. Legal, ethical and professional rules of conduct for human resource officers.
4. Communicating effectively in oral and written form; presenting facts and recommendations to top management, public groups, and Boards, verbally and in writing using the English language fluently; presenting to large audiences. Demonstrated skill in proficiently using the tools and equipment listed.
5. The ability to evaluate programs, policies and operational needs.

6. Ability to use initiative and independent judgment within established procedural guidelines.
7. Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.
8. Ability to meet critical time deadlines.
9. Ability to assess and prioritize multiple tasks, projects and demands.
10. Ability to maintain confidentiality.
11. Ability to work a varying schedule, including nights and weekends.
12. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
13. Ability to maintain regular and dependable attendance on the job.

Note: Physical examination and drug screening tests will follow all conditional offers of employment

Contributions this Position Makes to the City

This position provides highly responsible assistance to the Director of Administrative Services and contributes to the success of the City by working closely with the City Management Team on complex and strategic initiatives dealing with the Human Resources.

Disclaimer:

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

Signature

Date