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Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: HUMAN RESOURCES DIRECTOR (NON-CLASSIFIED)**

**DEFINITION**

Under executive direction, to plan, organize, and direct all phases of the City's Human Resources Department including: recruitment and selection; classification, compensation, and benefits; labor relations; training; to provide professional and technical staff assistance; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the executive level classification in the Human Resources professional series. The incumbent is expected to assume overall responsibility for all facets of municipal Human Resources programs and activities, including providing leadership in establishing general direction, goals, and priorities. The incumbent works under executive direction and exercises independent judgment in the performance of a variety of professional, complex, and difficult duties. Positions that are designated as Non-Classified are exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

**REPORTS TO:** City Manager and/or Assistant City Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives executive direction from the City Manager and/or Assistant City Manager. Exercises general direction over professional, para-professional, and clerical staff.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Direct and participate in the development and implementation of goals, objectives, policies and procedures.
- Administer and direct a comprehensive Human Resources program.
- Formulate and recommend policies, regulations, and practices for carrying out the program; administer all provisions of the personnel merit system not specifically reserved to the City Manager or department heads.
- Consult with and advise the City Manager, Human Resources Board, and department officials to coordinate the various phases of the policies, practices, ordinances, and resolutions implemented.
- Represent the City in matters of concern to unions and associations representing City employees; act as Chief Negotiator or participate in negotiations during "meet and confer" sessions with various organizations; assist in the administration of the employer-employee relations resolution.
- Direct, coordinate, and supervise the administration of recruitment and selection; classification, compensation, and benefits; labor relations; training, employee performance appraisal, and new employee orientation.
- Prepare and recommend to the City Manager revisions and amendments to ordinances and resolutions relating to human resource matters.
- Direct the conduct of special studies, and preparation of reports, and make recommendations to the City Manager.
- Serve in an advisory capacity to the Human Resources Board; attend meetings of the Board; offer advice and make recommendations.

- Make presentations before the City Council, Human Resources Board, and community organizations.
- Advise employees and department management in matters concerning grievances and assist department management in presentation of grievances before the Human Resources Board.
- Review and analyze reports, legislation, court cases, and related human resource matters.
- Direct the preparation and administration of the department budget.
- Coordinate human resource activities with other City departments and outside agencies.
- Select, train, supervise, and evaluate professional, para-professional, technical, and clerical staff through subordinate staff.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of human resource administration.
- Policies, procedures, ordinances, and resolutions governing City personnel activities, conditions of employment, and employee benefits.
- Advanced research and statistical methods.
- Basic psychometric principles.
- Principles of office organization and management.
- Impact of labor market conditions and socio-economic issues on recruitment and employment.
- Modern office practices, procedures, and equipment, including microcomputers and applicable software applications.
- Principles and practices of budget preparation and administration.
- Principles and practices of supervision and performance appraisal.
- Applicable federal, state, and local laws, regulations, and ordinances.

### **Ability to:**

- Plan, organize, and implement programs and related activities.
- Understand and interpret policies and procedures and explain them to others.
- Compile and maintain complex records, files, and financial information.
- Establish and maintain a variety of personnel and related records requiring confidentiality and security.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with persons within and outside of the organization.
- Coordinate and conduct complex, multi-phased projects and programs.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major study in business or public administration or a closely related field. A Master's degree is highly desirable.

Experience: Seven years of increasingly responsible professional experience in human resources, including three years of supervisory experience.

**MEDICAL CATEGORY:** Group 4

**NECESSARY SPECIAL REQUIREMENT**

Possession of, or ability to obtain, a valid Class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Human Resources Director

**TO:** Assistant City Manager