

**MAJOR FUNCTION**

This is highly responsible administrative, supervisory work providing direction, guidance and oversight for specific Human Resources functions and activities, organization wide HR programs, special projects, reviewing, analyzing and making recommendations on exceptions and other complex personnel matters. The incumbent serves as a strategic partner and ensures that assigned programs, functions and activities complement the organization's mission, vision, and objectives. Work is performed under the direction of the Human Resources Administrator. Work and outcomes are reviewed, assessed, and coordinated through conversations, observations, meetings, periodic reports, and results attained.

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

Researches, develops, implements, oversees and maintains organization-wide HR programs and special projects. Supervises HR office reception responsibilities, the intake, processing and maintenance of Talent Acquisitions Management (TAM) process and Classification and Compensation. Maintains current personnel policies for TAM and Classification and Compensation, including overseeing the development and implementation of new policies and modifications to existing policies. Insures HR programs and policies are in compliance with applicable federal, state and local laws, applicable human resource and personnel management standards, and related City policies and procedures. Conducts research and trend analysis and recommends strategies and processes to manage TAM and Classification and Compensation. Serves as an expert resource to City departments and employees by providing direction and consultation on recruiting and classification and compensation. Provides supervision, leadership, oversight and direction to subordinate employees. Serves on committees for various departments for HR related matters. Reviews proposed departmental policies to insure there is no conflict with Personnel Policies and Procedures. Reviews, analyzes and makes recommendations on exceptions or complex personnel matters. Contributes to the department's strategic plan, fiscal management, and problem resolution. Conducts performance evaluations and approves or disapproves merit increases. Implement various strategies and ensure effective implementation of all compensation practices. Assist departments and divisions and establish appropriate human capital requirements and assist in all talent acquisition process. Provide subject matter expertise in all staffing/class and comp policies and processes and maintain knowledge on all equal employment opportunity regulations. Maintain knowledge on all industry trends to ensure compliance to all recruitment/class and comp guidelines and assist recruitment/class and comp team to design all performance standards. Determine all recruitment strategies and processes for all executive and hard to fill positions. Performs related work as required.

**Other Important Duties**

Ensures follow-up and closure where program recommendations are transmitted. Issues reports to management and departments on program performances, as applicable. Represents divisional human resources manager as needed. Performs related work as required. Will be required to assist as essential staff during declared emergencies.

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

Thorough knowledge of the principles, methods and objectives of Talent Acquisition Management and Classification and Compensation processes. Thorough knowledge of applicable federal and state laws, rules and regulations. Thorough knowledge of technical information as it applies to common situations encountered in human resource programs and processes. Thorough knowledge of related terminology, forms, manuals, agencies and organizations, report writing and various sources of information. Considerable knowledge of the principles of supervision, project management and training. Ability to plan and conduct interesting, informative and effective human resource programs.

Ability to review, analyze, and counsel managers, supervisors and employees in proper application of HR policies and processes. Ability to create reports and maintain records. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to train, assign and review the work of subordinates and provide instructions in a manner conducive to improved performance and high morale. Ability to communicate effectively both orally and in writing. Skill in the use of computers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in human resource management, business or public administration, industrial relations, a social science, education, liberal arts, computer science or a related field and five years of professional and administrative experience that includes human resource management, personnel administration, employee/organizational development, employee compensation or benefits, labor relations, or any combination of experience in the aforementioned areas equaling five years; or an equivalent combination of training and experience.

Necessary Special Requirement

Possession of a Class E State driver's license and may be required at the time of appointment.

Established: 01-04-20