



# JOB DESCRIPTION

<b>JOB TITLE:</b> Human Resources (HR) Director	<b>REPORTS TO:</b> City Administrator	<b>DATE:</b> November 2019
<b>BARGAINING UNIT:</b> Exempt - Confidential	<b>SPN:</b> 800	<b>PAY RANGE:</b> 63

### DEPARTMENT PURPOSE

Administers strategic and operational programs and services to employees and supports departments to positively impact the quality of services provided by the City workforce.

### POSITION PURPOSE

Administers, plans, organizes, directs and reviews department activities including exempt recruitments, employee and labor relations, compensation and benefits, employee development and training, workers compensation, and safety. Coordinates assigned activities with other departments, bargaining units and outside agencies. Provides highly responsible and complex administrative support to the Mayor and City Administrator.

### SUPERVISION EXERCISED

Work is performed with considerable independence within the framework established by the Mayor/City Administrator or designee. Provides supervision to direct and indirect reports in professional, administrative and technical positions.

*The following Responsibilities and Requirements are functions that the individual who holds or desires the position must be able to perform unaided or with the assistance of a reasonable accommodation.*

### KEY RESPONSIBILITIES

- Plans, directs, supervises and coordinates the HR management activities of the City to maximize the strategic use of human resources.
- Maintains functions such as employee compensation, benefits, administration, employee and labor relations, personnel policies, regulatory compliance, training, workers compensation and safety.
- Analyzes statistical data and reports to identify and determine root causes of various issues; develops recommended action for improvement.
- Advises the Mayor on sensitive and high profile human resources issues, union relations, and the City's strategic plan for utilizing its human resources effectively.

### BEHAVIORAL STANDARDS

As an exempt employee of the City of Spokane, the Human Resources Director is subject to the City's Code of Ethics set forth in Chapter 1.04A of the Spokane Municipal Code. As such, "it is the policy of the City of Spokane to uphold, promote, and demand the highest standards of ethics from all of its employees who shall maintain the utmost standards of responsibility, trustworthiness, integrity, truthfulness, honesty and fairness in carrying out their public duties, avoid any improprieties in their roles as a public servant including the appearance of impropriety, and never use their City position, authority or resources for personal gain."

## Human Resources Director

- Serves as a member of citywide task forces and committees participating in the City's strategic planning efforts and addressing citywide policy and management issues.
- Provides human resources advice to City officials, providing information regarding the rights and obligations of the parties concerned and the recourse available to them.
- Prepares and administers departmental budget.
- Formulates and recommends policies, procedures, rules and regulations and strategies governing employee relations.

## **REQUIREMENTS**

### **Knowledge of:**

- Trends and practices of human resources administration.
- Organizational structure, compensation and benefits.
- Recruitment, selection and training.
- Labor relations and contract negotiations.
- Business and management principles involved in strategic planning, resource allocation, HR modeling, leadership techniques and coordination of people and resources.
- Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation.
- Principles and processes for providing customer service, including customer needs assessment, meeting quality standards for service, and evaluation of customer satisfaction.
- Principles of supervision, training and performance feedback.

### **Ability to:**

- Effectively lead and manage staff by developing and directing people as they work.
- Manage multiple projects, meet deadlines and work well under pressure.
- Work cooperatively with others and maintain positive relationships.
- Proficiently operate office equipment and programs including computers and supporting work processing, spreadsheet and program-specific applications.
- Gather, assemble, analyze and evaluate complex data and facts to draw logical conclusions and make proper recommendations.
- Compose clear, concise and accurate reports using data and research gathered by self and others to effectively present to various audiences both orally and in writing.
- Adapt to other duties as assigned and prioritize, organize and plan work as needed to meet objectives.

### **Skill in:**

Research, interpretation and application of municipal codes, ordinances, statutes, and other applicable rules and regulations.

## **MINIMUM QUALIFICATIONS**

Any combination equivalent to the experience and education that would likely provide the relevant knowledge and abilities would be qualifying. Generally, this will include:

Graduation from an accredited four-year college or university with major course work related to business administration, human resources, public administration, labor relations, or a closely related field; AND, a minimum of ten (10) years or more of increasingly responsible experience involving all aspects of HR administration, which should include a minimum of five (5) years of supervisory experience. Working with public safety collective bargaining units is preferred, but not required.

**WORKING CONDITIONS**

Work is conducted primarily in an office setting. It may involve frequent attendance at meetings to include some irregular hours and potentially out-of-town travel. Incumbents in this classification are expected to communicate verbally, in person and by telephone. A computer terminal is used and may require the use of repetitive arm-hand movements.

  
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Theresa M. Sanders, City Administrator

11/7/19  
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Date

  
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Christine Cavanaugh, Human Resources Director

11/7/2019  
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Date