

CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Human Resources Director
Department: Operations & Administrative Svc.
Division: Human Resources Division
Date: June 6, 2022

Job Code Number: 440-004
Grade Number: 20
FLSA Status: Exempt
Location: City Hall

GENERAL PURPOSE

Plans, develops, organizes, and directs the implementation and operation of the human resources function, including short and long-range program planning and development. Serves as the City's Risk Manager, Americans with Disabilities Act and Title VI Coordinator.

SUPERVISION RECEIVED

Works under the general guidance and direction of the City Manager.

SUPERVISION EXERCISED

Provides supervision to Human Resources Technician and other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develops and implements short and long-range plans for the human resources program; develops and recommends to the City Manager integrated personnel policies and procedures for all aspects of the human resources management system for the City; monitors the effectiveness of the program and recommends modifications to the personnel policies and procedures as well as management practices.

Provides program advice and assistance to department directors and supervisors in all areas of human resources and risk management, accessibility and Title VI.

Consults with department directors, supervisors, City Manager and Deputy City Manager to formulate management proposals for bargaining, grievance resolution, or arbitration; serves as the chief negotiator; develops preliminary contract language, takes notes and presents information at the bargaining table; monitors ongoing contract administration; conducts employment related investigations as assigned.

Administers the position classification plan of the City including the analysis of position description questionnaires and position audits, preparing or modifying class specifications, establishing classification procedures, and recommending the approval or disapproval of position classification actions.

Maintains and administers the compensation, benefits, and retirement plans of the City; reviews requests for pay increases, initial employment, and other personnel actions provided for in labor contracts or personnel policies.

Develops and administers personnel policies and procedures; provides advice and assistance to City managers and supervisors regarding the interpretation, implementation and administration of regulatory compliance and policy issues. Makes presentations to Council.

Monitors equal employment recruitment and selection programs for the City ensuring equal employment opportunities to all applicants; identifies problem areas and develops corrective measures; screening candidates.

Serves as the Risk Manager for the City coordinating with City leadership to minimize risk exposure. Develops risk management policies and strategies to comply with applicable rating agency standards, and strategic obligations of the City. Evaluates property and liability insurance requirements, including cyber liability and public officials and employment practices coverage; ensures the City maintains the appropriate insurance coverage with the requisite coverage limits. Coordinates with the Washington Cities Insurance Authority in implementing risk reduction strategies and response to exposure claims. Serves as a member of the City's Safety Committee; helps develop and implement a City-wide safety program and determines the need for and implements safety training.

Responsible for all personnel files and records, including medical records. Prepares a variety of personnel data and reports useful in budgeting, workforce needs, and personnel planning; looks to the future to determine City personnel needs and develops training accordingly.

Develops and administers an employee performance evaluation system including participation with department directors, supervisors, and employees in developing job performance standards and providing training to supervisory personnel in conducting performance evaluations; monitors the effectiveness of the performance evaluation system. Provides consultation to supervisors and managers regarding employee discipline. Conducts employee misconduct investigations consistent with regulations and collective bargaining agreements.

Serves as the Title VI coordinator for the City working with City managers to develop programs to meet the State and Federal requirements. Responds to formal and informal complaints or concerns. Investigates allegations of discrimination. In coordination with management staff develops the annual Title VI report detailing the City's activities to eliminate and prevent unlawful discrimination. Ensures compliance with Americans with Disabilities Act implementing program goals and responds to public concerns regarding access to City services.

Provides oversight to the City's employee wellness programs. Serves on the Wellness Committee supporting the development of effective strategies to increase the physical and mental wellbeing of staff. Administers the allocated budget and makes recommendations to management concerning ongoing changes to the program to meet City goals.

Prepares human resources budget for approval by the City Manager; administers budget.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with City staff and the public.

PERIPHERAL DUTIES

Serves as member of various City committees and task forces as assigned.

As needed, performs assigned duties or projects both related and unrelated to regularly assigned responsibilities to meet the goals of the City.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a four-year college or university with a degree in public or business administration, human resources or a closely related field; and
- (B) Minimum of five (5) years of increasingly responsible personnel management experience at a level affording familiarity with personnel classification, compensation, recruitment, promotion, testing, evaluation, labor relations, personnel policy and procedures desired; and
- (C) Graduate level course work or training in human resource or public administration; SPHR, or HRCI-SCP Certification preferred; or
- (D) An equivalent combination of education and experience may be considered.

Necessary Knowledge, Skills and Abilities:

- (A) This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with employees, managers and the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.
- (B) Ability to effectively and accurately communicate both verbally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public. This includes the ability to communicate technical information to lay audiences;
- (C) Knowledge of wage and salary administration, principles organization, trends and developments in personnel administration and collective bargaining process.
- (D) Ability to maintain confidentiality of sensitive information;

- (E) Effective experience in modern principles, practices and theories of human resources management, including union contract interpretation and recruitment and selection methods; municipal government policies, procedures and structure; applicable local, state and federal laws, codes, regulations and ordinances;
- (F) Ability to analyze situations accurately, adopt an effective course of action and adapt as the situation changes, and to manage multiple projects and tasks;
- (G) Ability to effectively use research and analytical methods, practices and procedures to define and resolve issues;

SPECIAL REQUIREMENTS

Must possess a valid State driver's license or have the ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, database, and presentation software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required as part of ground-breaking ceremonies or similar community events.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and is required to talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

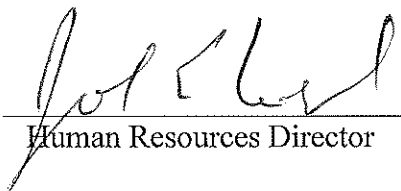
While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: 
Human Resources Director

Approval: 
City Manager

Effective Date: June 15, 2022

Revision History: February 26, 2008 - Established