

CITY OF MILPITAS
REVISED: July 2006
November 2001
EFFECTIVE: March 18, 1991
EEOC: Officials/Admin.
FLSA: Exempt
UNIT: Unrepresented
PHYSICAL : 1

HUMAN RESOURCES DIRECTOR

DEFINITION

To plan, organize, and direct the provision of personnel services to the various City departments, including recruitment, test development and validation, worker's compensation, training, selection, classification, salary administration, benefits administration and employee relations.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the City Manager.
- Exercises direct and indirect supervision over professional, technical and clerical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, organize and direct the administration of the City's personnel policies, practices and procedures; advise management and employees in their interpretation.

Supervise and administer the classification, compensation, recruitment and selection, affirmative action, worker's compensation, labor relations, evaluations and training programs.

Participate in formulating, recommending and coordinating the implementation of policies, rules and practices for carrying out the personnel program.

Administer and interpret provisions of labor agreements.

Conduct surveys and perform research and analysis as required; prepare related reports.

Analyze issues and prepare reports for submission to the City Council.

Assist in planning and conducting labor negotiations.

Participate in organization, staffing or special studies of City departments.

EXAMPLES OF DUTIES

Select, supervise, train and evaluate assigned staff.

Performed related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public personnel administration.
- Principles, methods and procedures utilized in recruitment, examination, selection, test development and validation, affirmative action, training, classification, labor relations, salary administration, worker's compensation and benefits administration.
- Applicable Federal and State laws and regulations.
- Principles of equal opportunity and affirmative action.
- Statistical analysis.
- Principles of local government organization and administration.
- Principles and practices of organization and management.
- Principles and practices of training methods.

Ability to:

- Interpret personnel rules, laws and policies.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships.
- Conduct complex job analyses, classification and related personnel studies.
- Supervise, train and evaluate assigned staff.

EXPERIENCE AND EDUCATION

Experience: Four years of increasingly responsible experience in public personnel administration.

Education: Bachelor's degree from an accredited college or university.

LICENSE OR CERTIFICATE:

- Possession and maintenance of a valid California Driver License may be required.

CITY OF MILPITAS
Human Resources Director

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment.

Ability to work in a standard office environment; able to travel to various locations within and outside the City of Milpitas.

Approved by:

City Manager

Date

Human Resources Director

Date