

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Human Resources Director</b>
<b>Class Code Number</b>	<b>1095</b>
<b>FLSA Designation</b>	<b>Exempt</b>
<b>Pay Grade and Range</b>	<b>37</b>
<b>Effective Date</b>	<b>September 2010</b>

### General Statement of Duties

Under the direction of the Administrator, performs work in planning, organizing and directing a comprehensive human resource management program for the City and Borough of Sitka. Functional areas of responsibility include recruitment, employment and classification, continuing development of personnel policies, employee development, compensation and benefits administration, records management, safety policies and related work as required.

### Distinguishing Features of the Class

Plans, organizes and directs the City human resource management program under the provisions of the Charter of the City and Borough of Sitka, the City and Borough Municipal Code, Memoranda of Agreement, Federal, State and local regulations and the City's Personnel Policies.

Directs the preparation and administration of the annual budget of the Human Resources Department and provides guidance and initiates strategies for the departmental operations within the parameters of the budget.

Plans, organizes, directs and gives overall policy guidance and review to the continuing work and special projects of the Human Resource Department. Confers with the Administrator, department heads, supervisors, employee representatives, the Assembly, the general public and civic groups to discuss human resource opportunities, plans, programs or problems.

Participates in negotiating and directs administration of labor contracts after agreement is reached; Advises City Administrator, Elected Officials, Department Heads and managers and others on labor relations and employee relations matters, including grievance and arbitration procedures and actions; works with managers and labor organizations to resolve problems.

### Required Knowledge, Skills and Abilities

- Knowledge and ability to direct a comprehensive human resource management program;
- Knowledge of the principles, practices and procedures of public human resource administration;

- Knowledge of the principles, practices and procedures of public administration, organization and management;
- Knowledge of the techniques of recruitment and selection of personnel;
- Knowledge of methods to establish and maintain comprehensive classification and compensation plans;
- Knowledge of Workers' Compensation insurance procedures and reporting requirements;
- Ability to make effective oral presentations to individuals and groups;
- Knowledge of the principles and methods of research and statistics;
- Knowledge of applicable law and court actions;
- Knowledge of the occupations found in municipal service, including requirements, employment conditions, practices and trends;
- Knowledge of the principles and practices of affirmative action processes;
- Thorough knowledge of FLSA, ADA, FMLA/AFLA, COBRA, HIPAA, OSHA regulations and DOL Occupational Injury requirements;
- Thorough knowledge of City and Borough of Sitka personnel policies, practices and procedures;
- Thorough knowledge of the administration of group health, life insurance and other benefit programs;
- Thorough knowledge of oral interviewing techniques, practices and procedures;
- Skill in conducting interviews;
- Good knowledge of various methods of evaluating candidates, testing and the grading of tests;
- Thorough knowledge of the methods for maintaining personnel records;
- Ability to analyze technical and administrative human resource problems and make sound recommendations for their solutions;
- Ability to plan, organize, direct and evaluate the work of technical and clerical staff;
- Ability to prepare accurate, clear, concise and effective reports and memoranda;
- Ability to deal tactfully and effectively with others in emotional, possibly controversial situations;
- Ability to interpret and apply the pertinent provisions of the City Charter, the human resource regulations of the City and Borough of Sitka, the Sitka Municipal Code and other laws and regulations as they relate to the human resource management program of the City and Borough of Sitka;
- Ability to supervise the requisite research in the development of human resource rules, regulations, policies and programs;
- Ability to establish and maintain complex clerical records and files and to prepare written reports from such information;
- Ability to organize and coordinate a wide variety of materials, human schedules and supportive actions;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Examples of Essential Work (Illustrative Only)**

- Provides administrative support to the Administrator, the Municipal Assembly and all City and Borough departments on personnel issues, including federal and state requirements (i.e.: FLSA, FMLA/AFLA, ADA, OSHA/DOL), City personnel policy, staffing and other human resource related matters;
- Serves as a resource for City and Borough departments to protect the City from liability issues relating to personnel processes;
- Administrates the City and Borough FHWA random drug testing program and other drug testing for municipal employees;

- Hears complaints from City and Borough employees regarding personnel issues, researches precedents and legal requirements in individual areas, interacts with all appropriate management personnel and takes actions as necessary;
- Maintains, updates, writes and revises personnel policy for the City and Borough;
- Coordinates and organizes City-wide human resources training including supervisor and manager training, harassment and discrimination prevention training, ADA training, and other training as requested by City and Borough departments;
- Meets with department heads to identify training needs, establish priorities, evaluate available courses or materials and coordinate participation in training and development programs;
- Reviews recruitment and examination plans, oversees the recruitment process, including advertising for position vacancies, processing job applications, interviews and notification of applicants;
- Screens applicants for City positions and may provide individual departments with a short list of the most eligible candidates;
- Coordinates all procedures involved in interviewing and the hiring process;
- Enrolls new employees in the group health, life insurance and other employee benefit programs, provides claims forms and explains coverage;
- Informs insurance companies of employee additions, deletions and coverage changes and maintains and updates related records;
- Acts as liaison with insurance companies to answer questions and resolve problems relating to group health, life insurance and other benefit programs;
- Confers with and answers personnel processing questions from employees, assisting employees as necessary;
- Administrates the Employee Assistance Program and participates in the administration of the benefits programs of the City;
- Prepares and distributes the staffing table of the City and Borough of Sitka;
- Manages and maintains employee personnel files;
- Manages and maintains the class specification program for City and Borough positions;
- Manages the performance evaluation process including training supervisory personnel, notifying supervisors and managers of expected completion dates, forwarding evaluation forms and routing and processing of completed evaluations;
- Liaison with the Sitka Community Hospital Personnel Officer;
- Coordinates the Municipal Safety program including risk management assessment;
- Prepares and submits personnel information and data reports to OSHA, FWHA, DOL, the EEOC and other agencies as required;
- Appears before the Assembly for Human Resources issues;
- Keeps the Administrator and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in the Human Resources profession;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other departments and City employees, Federal and State agencies, insurance and benefit companies and the public;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs other related duties as assigned.

<b>Acceptable Experience and Training</b>
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- Graduation from an accredited college or university with a Bachelor's degree or equivalent in Human Resource Management, Master's Degree preferred; and

- Considerable experience in human resources support and personnel functions; or
- Any combination of training and experience equivalent to a Bachelor's degree from an accredited college or university in public, human resource, business administration, industrial relations or a related field and three (3) years of increasingly responsible human resource management experience.

**Required Special Qualifications**

SPHR/PHR preferred.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with other employees and the general public;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about in an office environment.

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