

RESOLUTION NO. 2013-157

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK APPROVING A JOB DESCRIPTION AND SALARY RANGE FOR HUMAN RESOURCES DIRECTOR AND CHANGING THE ALLOCATED POSITON FROM HUMAN RESOURCES MANAGER TO HUMAN RESOURCES DIRECTOR

WHEREAS, the City has a current vacancy for the position of Human Resources Manager, and has attempted unsuccessfully to fill it;

WHEREAS, a salary and job description comparison with regional agencies indicates our current title, job description, and salary range are inconsistent with other agencies and the City's needs;

WHEREAS, staff has analyzed staffing needs, options and costs and recommends creation of a new position of Human Resources Director and has created a job description for this position that meets the needs of the City; and

WHEREAS, staff has analyzed the City's current management salary structure and recommends that the salary for this management position be placed at the following salary range:

<u>Position</u>	<u>Range</u>	<u>Monthly Salary</u>
Human Resources Director	98M	\$9,007-\$10,948

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Rohnert Park approves the new position of Human Resources Director with a job description as provided for in Exhibit A, which is attached hereto and incorporated by this reference;

BE IT FURTHER RESOLVED that the Human Resources Director position is established at the salary range listed above; and

BE IT FURTHER RESOLVED that the position allocated in the FY 2013-14 budget is changed from Human Resources Manager to Human Resources Director.

DULY AND REGULARLY ADOPTED by the City Council of the City of Rohnert Park this 26th day of November, 2013.

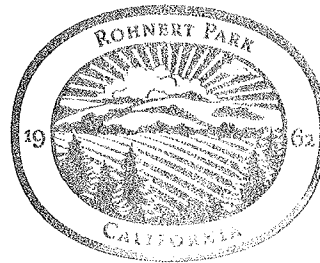
DULY AND REGULARLY ADOPTED this 26th day of November, 2013.

CITY OF ROHNERT PARK

Pam Stafford
Pam Stafford, Mayor

ATTEST:

JoAnne Buergler
JoAnne Buergler, City Clerk



Attachment (Exhibit "A") – Job Description

AHANOTU: AYE BELFORTE: ABSTAIN MACKENZIE: AYE CALLINAN: AYE STAFFORD: AYE

AYES: (4) NOES: (0) ABSENT: (0) ABSTAIN: (1)

HUMAN RESOURCES DIRECTOR

DEFINITION

Under general direction, directs activities of the Human Resources Division of the City Manager's Office; participates as a member of the City's management team in policy development, administrative planning, and organizational systems development; and performs related work as required. This position leads major policy projects with City-wide impacts.

DISTINGUISHING CHARACTERISTICS

The **Human Resources Director** is a single-position class responsible for the City's human resources policy development, and for coordination of the day-to-day operations of the City's human resources services and programs. As the City's specialist in human resources issues, trends and legislation, the incumbent is expected to continually evaluate the City's human resources policies and programs and to recommend changes as needed. The incumbent is expected to work independently and to possess a wide range of knowledge regarding issues relating to human resources.

SUPERVISION RECEIVED/EXERCISED

General direction is provided by the City Manager. Supervisory responsibilities include the direct supervision of professional, technical and clerical staff assigned to the Human Resources Division.

ESSENTIAL JOB FUNCTIONS

(These duties are a representative sample; specific assignments may vary.)

- Reviews, interprets, and recommends changes and additions to human resources policies and programs, including the City's personnel rules, policies, and procedures; labor contracts; benefit and training programs, and the services offered by the Human Resources Division.
- Confers with management and supervisory personnel and other employees on a variety of personnel issues including performance management and evaluation, discipline, grievance procedures, interpretation of labor contracts, personnel policies, rules and procedures, and related matters.
- Initiates action and participates in the resolution of operational and personnel conflicts and inconsistencies, mediating and innovating to achieve mutually beneficial outcomes.
- Plans, organizes, directs, and coordinates activities of the HR Division, which include effective recruitment and testing, classification and compensation development and administration consistent with the City's Compensation Philosophy, development of benefit programs and administration of employee benefits and training; supervises the establishment and maintenance of employee personnel files and other organizational records related to human resources management issues; monitors and evaluates staff and programs to ensure legal compliance and outstanding customer service.
- Serves as liaison with the City's workers' compensation administrator, and minimizes loss by facilitation of claim resolution and return to work activities; participates in or takes the lead in other employee health and safety programs.
- Performs research and analysis, conducts studies and prepares recommendations on a variety of human resource-related issues, either Citywide or affecting specific operations; facilitates responses to and resolution of personnel complaints and litigation.

- Prepares labor negotiations strategies and materials and participates in meet and confer sessions; prepares memoranda of agreement, side letters or amendments, and ensures appropriate procedures for adoption by City Council and implementation by City staff.
- Keeps abreast of trends and developments in the human resources field, including court cases, legislation, and relevant actions of other public agencies and service providers.
- Directs, assigns, evaluates, trains, and supervises the work of clerical, professional, and technical personnel.
- Develops and monitors Division goals and budget; evaluates Division staffing arrangements, staffing levels, and work assignments, and makes necessary recommendations to the City Manager; submits hiring recommendations for Division staff to the City Manager.
- Participates in management discussions concerning City issues and priorities, and contributes to management team projects as assigned.
- May represent the City and make presentations to the City Council and other groups as needed.
- May be assigned as a Disaster Service Worker in the event of a disaster or emergency.

In performing the duties described above, the incumbent is expected to:

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrate care for the organization, customers and coworkers
- Practice and encourage initiative and innovation to improve the workplace

QUALIFICATIONS

Sufficient experience, education and training to demonstrate possession of the following knowledge, skills and abilities, which would typically be acquired through:

- Equivalent to a Bachelor's degree in public or business administration, human resource management, organizational psychology, industrial relations or a closely related field; and.
- At least five years of progressively responsible, professional-level generalist experience in human resources management/administration, and at least two years of experience in a supervisory capacity. Experience in a public sector agency is preferred.

In addition, human resources experience in California municipal government which included public safety operations is highly desirable, as is a Master's degree in a related field of study.

Knowledge of:

- Considerable knowledge of modern principles and practices of public human resources administration, including methods of recruitment, selection, performance management and evaluation, training and development, employee relations, salary and benefits administration.
- Considerable knowledge of Federal, State, and local laws, rules, and regulations regarding local government operations related to human resource management functions.
- Considerable knowledge of current trends in human resources administration, including recent court decisions and legislative developments.

- Considerable knowledge of principles and practices of management necessary to plan, analyze, develop, direct, and evaluate programs, administrative policies, organizational structures, and staffing.
- Considerable knowledge of equal employment guidelines and policies.
- Working knowledge of the principles and practices of business management including budgeting, records management, operational systems and controls.

Skill to:

- Establish and maintain effective working relationships with managers and supervisors, employees, the general public, and other human resources professionals in the field.
- Communicate effectively in English both orally and in writing; prepare and present oral and written narrative and numeric/statistical data.
- Plan and organize human resources programs; supervise, train, and evaluate the performance of assigned staff; and coordinate human resources program objectives with the goals of the organization and its various departments.
- Resolve conflict constructively, both informally and formally, conducting negotiation and mediation, and facilitating communication between parties to developing effective and interest-based resolutions.
- Interpret complex regulations and laws, and to define and analyze administrative and personnel problems, collect data and evaluate alternatives, exercise sound judgment, and make effective recommendations.
- Provide clear written or oral direction and procedures to coordinate administrative actions, and to implement policy decisions.
- Represent the City professionally in meetings, including making presentations.
- Competently utilize current computer applications and technology related to the work, and to learn and apply new technology tools and solution.
- Maintain professional composure and focus in emotionally-charged interactions, while under time pressure and in situations with multiple competing priorities.

WORKING CONDITIONS

Position requires prolonged sitting; frequent, standing and walking; and occasional reaching, twisting, turning, kneeling, bending, squatting, stooping, and lifting in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing and reviewing correspondence, documents, reports and data using a computer. Additionally, the position requires near, far, and color vision when reading documents and using the computer. Hearing is required when providing phone and face-to-face customer service and participating in meetings. The need to occasionally lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

FLSA Status: Exempt - Administrative
Employee Unit: At Will
Approved By:
Date Approved: