

City of San José
CLASS SPECIFICATION

TITLE: DIRECTOR OF HUMAN RESOURCES (U) (1429)

CLASS CODE: See Above		
DEPARTMENT: Employee Services	ACCOUNTABLE TO: City Manager	FLSA STATUS: Exempt

CLASS SUMMARY:

Under administrative direction, performs work of unusual difficulty in planning, organizing and directing a comprehensive Human Resource Management Program for the City of San José. Functional areas of responsibility include Employment and Classification, Employee Development, Benefit Administration, Transactions, Medical Services and Workers Compensation. Performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This position is appointed by and reports to the City Manager and is distinguished by its full executive responsibility for planning, organizing and directing a comprehensive Human Resource Management Program for the City.

QUALIFICATIONS:

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Education and Experience:

Any combination of training and experience equivalent to a Master's Degree in public administration, business administration, or a discipline related to the business performed by the department and ten (10) years of increasingly responsible human resource experience, including five (5) years as a Director of Human Resources in a smaller jurisdiction or manager of a major human resource function in an equivalent or larger organization.

Licenses and Certificates:

Possession of a valid driver's license authorizing operation of a motor vehicle in California may be required.

Minimum Knowledge, Skills and Abilities (position requirements at entry and depending on area of assignment):

- 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.

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- Knowledge of the techniques of recruitment and employee selection.
- Knowledge of methods to establish and maintain comprehensive classification and compensation plans.
- Knowledge of the principles and methods of research and statistics.
- Ability to make effective oral presentations to individuals and groups.
- 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 staff.
- Ability to prepare accurate, clear, concise and effective reports and memoranda.
- Ability to direct a comprehensive human resource management program.
- Knowledge of the occupations found in municipal service, including requirements, employment conditions, practices and trends.
- Ability to deal tactfully and effectively with others in controversial situations.
- Ability to interpret and apply the pertinent provisions of the City Charter, the Civil Service Rules, the San José Municipal Code and other laws and regulations as they relate to the Human Resource Management Program of the City.
- Ability to supervise the requisite research in the development of human resource rules, regulations, policies and programs.
- Ability to gain the confidence and cooperation of public officials, administrators, employees, employee representatives and the general public.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: Duties may include, but are not limited to, the following:	FRE-QUENCY
1.	Plans, organizes and directs the City Human Resource Management Program under the provisions of the City Charter, City Municipal Code, Civil Service Rules, Memoranda of Agreement, Federal, State and local regulations.	Daily
2.	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.	As required

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

CLASSIFICATION HISTORY: Established 7/7/80; revised 9-20-82; revised & retitled 5-23-91 (Formerly titled Director of Personnel), revised 7/06 (Formerly titled Director of Employee Services); 1429s003