CITY OF ST. HELENA

HUMAN RESOURCES & INFORMATION TECHNOLOGY DIRECTOR

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:
Under the general direction of the City Manager, this position is responsible for administration of the City’s personnel systems, including job classification and pay plans, employee benefit plans, performance evaluation, personnel transaction processing and personnel records, recruitment, examination and selection, labor and employee relations, insurance, safety, risk management, labor relations, EEO/AA and Information Technology services. Conducts research, analysis, report writing and oral presentations regarding a variety of personnel, risk management and information technology related matters.

DISTINGUISHING CHARACTERISTICS:

The Human Resources & Information Technology Director is an exempt, at will, employee, directly responsible to the City Manager. The Human Resources & Information Technology Director (HR/IT Director) is the head of the Human Resources & Information Technology Department. The HR/IT Director exercises the full range of supervisory authority over assigned clerical, technical and/or professional personnel, as well as management of assigned contractors.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Conducts organizational, position classification, pay and benefit studies; conducts surveys, analyzes data and develops classification specifications. Recommends changes to the classification and pay plans and to the allocation of positions; presents recommendations to the City Manager and City Council, remains current on changing and complex legislative and case law applicable to general and specific employee groups, e.g., police officers.
- Performs administrative and supervisory tasks related to the establishment, on-going evaluations, implementation and processing of employee benefit programs including but not limited to health, dental, life and long-term disability insurance, Workers’ Compensation and retirement.
- Oversees administration of the employee performance evaluation process and all personnel transactions, to ensure compliance with City Personnel Rules and Regulations and current law, e.g., FSLA, FMLA, POBR, & MMB. Oversees maintenance and proper handling of personnel files.
- Plans, oversees and conducts recruitment activities including the announcement and advertising of job opportunities. Develops and conducts written, oral and performance tests, including public safety personnel performance testing; reviews and screens employment applications; determines and recommends appropriate pass points. Monitors the establishment, maintenance and use of employment lists; conducts new employee orientations.
- Participates in employee-employer relations activities, including contract negotiations with five labor unions, disciplinary actions and grievance procedures, including those involving complex drug and alcohol policies, procedures and testing for various employee groups. Negotiates and resolves sensitive, often complex, and controversial personnel complaints and issues.
- Oversees administration of the City’s risk management programs including the processing,
coordination and record keeping of liability and Workers’ Compensation claims against the City; the maintenance of all insurance and self-insurance policies; and the development and implementation of risk management policies and procedures. Serves as City representative to self-insurance joint powers authorities such as REMIF.

- Conducts research, gathers and analyzes information, prepares reports, recommendations or correspondence on a variety of personnel and risk management related subjects. Identifies opportunities for improvements in the personnel and risk management functions. Develops, recommends, and implements policies and procedures.
- Provides information and interpretations to various City departments, employees, employee organizations, outside agencies, applicants and the public regarding personnel and risk management policies, procedures, practices and decisions. Coordinates a variety of City-wide activities with other City departments and outside agencies.
- Selects, trains, motivates and evaluates assigned personnel; works with employees to improve skills and correct deficiencies, especially in such highly charged areas as discrimination, hostile work environments, ADA accommodation, and harassment.
- Develops, recommends and monitors the Human Resources, Risk Management, and Information Technology related budgets.
- Builds and maintains positive working relationships with co-workers, other city employees and the public using principles of good customer services.
- Makes every reasonable effort to continually improve the manner in which the job is performed and to increase the quality of service to City departments and the public.
- Ensures that the City’s EEO/AA is properly maintained; investigates allegations filed under the City’s Harassment Policy. Recommends discipline where appropriate. Performs related duties as assigned.
- Responsible for the management, strategy and execution of information technology services, overseeing that technical projects are in alignment with organization goals, directing the effective delivery of networks, development, and disaster recovery systems and processes.
- Working with staff, management, external vendors and advisors to find solutions to manage business activities.
- Researching and recommending new products, identifying new market opportunities and leading efforts to improve IT processes.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor’s Degree from an accredited college or university in public or business administration or a related field. A Master’s Degree in a related field is desirable.
Experience: Five years of broad and increasingly responsible professional level experience in public personnel administration, including some experience in directing the work of others.

License, Certificate and/or Requirements
This position requires possession of a valid California Driver’s License and a satisfactory driving record as a condition of initial and continued employment.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS’s necessary to perform essential duties of the position.)

Knowledge of:
Working knowledge of principles, methods, and trends of: public personnel administration including classification and job analysis; recruitment, interviewing and personnel selection, test construction and administration; compensation systems; labor and employee relations as pertains to public employment; and the principles of management, supervision and training. Knowledge of insurance principles and practices; Workers’ Compensation laws of California; public retirement systems, applicable Federal, State and local laws and regulations including, but not limited to: Fair Labor Standards Act, Family Medical Leave Act, Public Employees Retirement System, Police Officer’s Bill of Rights, Pregnancy Disability Act, Meyers-Milias Brown Act, Health Insurance Portability and Accountability Act, California Family Rights Act, Fair Employment & Housing Act, Americans with Disabilities Act, Consolidated Omnibus Reconciliation Act (COBRA), Title VII of the Civil Rights Act of 1964, Workers Compensation, OSH Act / Cal OSHA; analytical, statistical and research methods; personal computer hardware and software, and modern office methods and procedures.

Ability to
Ability to communicate effectively orally and in writing; to understand, interpret and appropriately apply often complex, and occasionally overlapping, personnel rules, regulations, standards, policies and procedures applicable to public employment; to analyze organizational and administrative problems; to create, recommend and implement effective courses of action; to coordinate and supervise the work of others, to facilitate groups and maintain good employee and public relations; to work with sensitivity within complex political environments; to apply a high degree of independent judgment; and to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

Skill to:
Operate an office computer and a variety of word processing, spreadsheet and other software applications.