



Human Resources Director

Department:	Human Resources	Pay Grade:	NR 44
Bargaining Unit:	Non-Represented	FLSA Status:	Exempt
Revised Date:	February 28, 2023	Reports To:	Mayor

POSITION PURPOSE: Under administrative direction the Human Resources Director plans and oversees human resources functional operations, including talent acquisition, compensation, benefits, training, employee relations, labor relations, safety, and compliance. Administers human resources programs and policies to reflect the organization's mission and values, support established City goals, achieve objectives, and positively engage the workforce. The Human Resources director is a strategic partner to all other departments and as such must maintain broad and current subject matter knowledge on all areas of human resources functions, as well as state and federal employment laws. Provides internal consulting assistance to the City's management and supervisory staff in a variety of Human Resources areas; supervise and evaluate the performance of assigned personnel. Directors are responsible for the operations of the departments and may delegate signing authority except as limited by the provisions of Edmonds City Code or state or federal law.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responsible for the strategic alignment of the Human Resources functions and programs of the City with the overall strategic goals of the organization. Oversees that department initiatives are effectively addressing all City Human Resources needs.
- Provides internal consulting assistance to the City's management and supervisory staff in a variety of areas including staffing and organization, employee development, disciplinary problems, and other special employment needs.
- Ensures that all Human Resources programs, functions, and actions are compliant with current state and federal employment laws.
- Attends, conducts and participates in a variety of committee meetings; coordinates and participates on various labor-management committees
- Supervises, coaches, trains, motivates and evaluates the performance of assigned staff; enacts promotions, transfers and reassignments as necessary, Responsible for termination decisions and disciplinary actions.
- Manages the prioritization of Human Resources projects to ensure alignment with strategic goals.

Human Resources Director

- Administers the City's classification and compensation programs and systems to ensure alignment with established City compensation goals.
- Under authority of the Mayor, is responsible for the City's labor relations program. Acts as the Lead Negotiator for contract negotiations. May assign this role to other Human Resources staff as appropriate. Establishes research parameters on compensation and benefit trends within comparator organizations in order to make recommendations to City Council on labor contract terms. Meets with City Council to attain authority for labor negotiations. Administers the labor agreement during the terms of the contract and assists the management staff with grievances and related employee concerns.
- Performs employee investigations and resulting investigatory reports; provides recommendation on follow up and/or corrective action based on investigatory findings.
- Develops and recommends new or modified policies to address human resource needs within the City; direct and interpret the application of established personnel policies.
- Develops and prepares the annual preliminary budget for the Human Resources department; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established limitations; reviews and approves reports, purchases, and payments according to established policies and practices and make recommendations and forecast for future funds needed for staffing, equipment, materials and supplies
- Prepares information and materials for presentations on human resource issues to the City Council. Under direction of the Mayor responsible for the annual recommendation on changes to non-represented employee compensation and benefits.
- Oversees records retention and records management for the department under Washington State Record retention rules including responding to and disseminating information appropriately for public records requests.
- Performs long planning activities including organizational planning and development, and strategic planning.
- Performs other related duties as assigned that are within the scope of this position classification.

Required Knowledge of:

- Employment and labor related law, city ordinances, state & federal legislation and industry best practices.
- Governmental HRIS or information systems programs for HR reporting.
- Operations, services and activities of comprehensive Human Resources program.
- Investigatory techniques.
- Principles and methods of job analysis/evaluation and salary administration.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Employee relations, labor and contract negotiations and administering bargaining agreements.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Program/project management techniques and principles.
- Research methods and report preparation and presentation.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, best management practices, methods and techniques.

Required Skill in:

- Planning, organizing and directing a variety of assigned programs, projects and activities related to the diverse activities of the Human Resources Department.
- Directing assigned human resource programs in a public-sector setting.
- Interpreting, applying and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Keeping updated on legislation changes and state and federal laws related to and affecting human resources policies and best practices.
- Providing consultation, guidance and assistance regarding human resources and risk management policies and procedures, rules and regulations to administration, elected officials, department heads and supervisors, employees and the general public.
- Analyzing complex problems, conducting comprehensive research, identifying alternative solutions, projecting consequences of proposed actions and making recommendations for resolution and implementation.
- Performing investigations and providing investigatory reports.
- Internal risk management and minimizing risk exposure.
- Labor relations and contract negotiations in the public sector including grievance administration and binding arbitration.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Industrial health and safety program administration.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Applying program/project management techniques and principles.
- Preparing comprehensive narrative and statistical reports.
- Developing and monitoring departmental and program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Supervising, leading, and delegating tasks and workload assignments.
- Working under deadlines, pressure and meeting schedules and timelines.
- Working independently with little direction.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Human Resources, Public Administration, Employment Law, Business Administration or related field and seven years of increasingly responsible human resource experience that includes direct responsibility for managing or supervising operations, programs and/or services in one or more human resource functional areas. Four years of staff supervisory, management and budgetary responsibility for a department or major division/functional area within a department; preferably in a public sector environment.

An equivalent combination of education, training and experience which allows the incumbent to successfully perform the essential functions of the position may also be considered.

Master's degree preferred.

Required Licenses or Certifications:

- SHRM-SCP, SPHR or other HR certifications such as CEBS, CMS, CLRP or CCP preferred.
- A valid Driver's License and a driving record that is acceptable to the City's insurance requirements are required for any position that will drive for City business.
- A criminal background check is required following a verbal offer of employment. Criminal history is not an automatic employment disqualifier. Results are reviewed on a case-by-case basis.
- A consumer credit check is required following a verbal offer of employment due to this position's access to City financial data/information. Negative credit history is not an automatic employment disqualifier. Results are reviewed on a case-by-case basis.

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.

Physical Abilities

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard and other office equipment.
- Reading and understanding a variety of materials.
- Sitting or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, reaching above shoulder or horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting and/or carrying or otherwise moving or transporting up to 30 lbs. (occasionally).

Hazards:

- Contact with angry, dissatisfied and/or distressed employees and/or customers.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____