

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

05-10-01

PERSONNEL DIRECTOR, 1714

**Summary of Duties:** Directs, develops, implements, and manages a comprehensive human resources program including support programs, policies, procedures, and systems which ensure compliance with local, state, and federal laws; and does related work.

**Distinguishing Features:** A Personnel Director is responsible for the adequacy and validity of technical personnel practices within a department or agency, and is required to exercise a high level of independent judgment in directing the resolution of highly critical, sensitive, and complex issues. A Personnel Director is responsible for ensuring that human resources practices meet the strategic needs of the organization and that human resources plans align with management's strategic plans. A Personnel Director is given broad policy and decision-making latitude in directing the actions of employees in achieving goals. A Personnel Director advises management on a variety of human resources issues.

A Personnel Director is responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, evaluation of performance, and administration of Memoranda of Understanding.

**Examples of Duties:** A Personnel Director:

- ?? Directs, through subordinate supervisors, the administration and implementation of a variety of human resources programs including labor relations, employee training and development, and recruitment;
- ?? Directs the administration and implementation of the department's Equal Employment Opportunity program;
- ?? Directs the preparation of special surveys, studies, and reports on the effectiveness and efficiency of human resources programs, policies, and procedures, and related issues;
- ?? Determines and directs the implementation of department or agency personnel policies and procedures consistent with City-wide policies and procedures;
- ?? Advises management on meet and confer, contract negotiation, contract administration, grievance, mediation, arbitration, and Unfair Employee Relations Practice claim processes;
- ?? Acts as consultant to management on the interpretation and application of Civil Service Commission rules and policies, provisions of the Charter and Administrative Code, Memoranda of Understanding, Employee Relations Ordinance, and personnel policies and procedures;

- ?? Confers with, recommends, advises, and elicits cooperation of supervisors and managers on human resources matters including recruitment, transfers, promotions, employee training and development, performance evaluation, productivity, customer service, discipline, termination recommendations, leaves of absence, benefits, certification requests, position allocations, investigation of employee complaints, and employee assistance programs;
- ?? Advises management on safety and workers' compensation issues;
- ?? Directs the development and implementation of employee development training programs;
- ? Oversees employee suggestion program, employee surveys, and tuition reimbursement program;
- ?? Oversees the integration of the human resources information system and ensures that related systems are compatible with the department or agency infrastructure;
- ?? Works closely, through subordinates, with the Personnel Department on the administration of recruitment, examination, training, and equal employment opportunity efforts;
- ?? Represents executive management on human resources and labor relations matters at various meetings with the Mayor, City Council, Council Committees, Personnel Department, Office of Administrative and Research Services, Board of Civil Service Commissioners, Employee Relations Board, and employee organizations.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** A Personnel Director must have the following knowledges and abilities:

**A Knowledge of:**

- ?? Public personnel administration and the principles of management and organization as related to the administration of a comprehensive human resources program;
- ?? Progressive human resources systems involving personnel development, training, supervision, labor relations, employee benefits, and equal employment opportunity;
- ?? Project or program management on a department, agency, or City-wide scale;
- ?? Procedures and practices related to employee relations;
- ?? Budget processes and expenditure programs;
- ?? City's classification structure;
- ?? Techniques and procedures of job analysis and evaluation;
- ?? Charter provisions, Civil Service Commission rules and policies, Employee Relations Ordinance, City Attorney opinions related to personnel administration, and other City policies, rules, and regulations;
- ?? Principles and methods of employee training and development;
- ?? Safety principles and practices;
- ?? Federal, State, and City laws and regulations relating to public sector labor-management relations;
- ?? Statutory and regulatory requirements related to equal employment opportunity and human resources;
- ?? Recruitment/retention methods and strategies;
- ?? Personnel record keeping policies and procedures;
- ?? Information systems, software, and programs and the ability to establish and utilize computer or system generated reports;

?? Memoranda of Understanding as they apply to subordinate personnel and department or agency staff.

**The Ability to:**

- ?? Develop and administer a comprehensive well-rounded human resources program;
- ?? Manage through subordinate supervisors;
- ?? Manage competing priorities and work assignments by continuously evaluating the needs of the department's or agency's mission against pending work;
- ?? Exercise sound administrative judgment and initiative in the development of new methods and procedures, and use differences of opinion to build alternative solutions to problems;
- ?? Plan, organize, direct, and coordinate the complex and varied activities related to human resources;
- ?? Direct and evaluate the work of subordinate supervisory and non-supervisory personnel necessary to ensure the delivery of a high standard of customer service;
- ?? Obtain and maintain acceptance of personnel policies, procedures, and decisions;
- ?? Deal tactfully and effectively with elected officials, department management, supervisors, subordinate personnel, and the public;
- ?? Demonstrate leadership skills and abilities to handle multiple, highly sensitive programs and priorities;
- ?? Prepare and present oral and written reports and recommendations concisely, completely, logically, and persuasively.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

**Minimum Requirements:**

Two years full-time paid professional personnel administrative experience in a centralized staff agency or operating department personnel office as a Senior Personnel Analyst or in a class at least at that level.

Appointment to this class is subject to a one-year probationary period under provisions of Section 1011 of the City Charter.

**License:** Some positions may require a valid California driver's license.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities and required qualifications of any position shall be.**