

PERSONNEL DIRECTOR (1714)

TASK LIST

1. Leads and manages, through subordinate supervisors, the administration and implementation of a variety of human resources programs including employee relations, labor relations, employee training and development, recruitment and selection, workforce planning/succession planning, employee recognition and engagement programs.
2. Leads and manages the administration and implementation of the Department's Equal Employment Opportunity program including reasonable accommodation and investigation of discrimination complaints in order to advance workforce diversity.
3. Directs the preparation of special surveys, studies, and reports on the effectiveness and efficiency of Human Resources programs, policies, and procedures, and related issues.
4. Determines and directs the implementation of department or agency personnel policies and procedures consistent with City-wide policies and procedures and regulatory requirements such as FMLA, FSLA, ADA, and FEHA.
5. Advises, persuades, and/or coaches management on meet and confer, contract negotiation, contract administration, grievance, mediation, arbitration, and Unfair Employee Relations Practice issues in order to ensure compliance with laws, regulations, and policies while furthering positive relationships with stakeholders.
6. Provides expert advice and guidance to management on the interpretation and application of Civil Service Commission Rules and Polices, provisions of the Charter and Administrative Code, Memoranda of Understanding, Employee Relations Ordinance, and personnel policies and procedures in order to manage the department's/City's exposure to risk
7. Advises management on safety and workers' compensation issues and makes recommendations that mitigate the department's exposure to risk, increases efficiency, and lessens associated costs such as lost time.
8. Leads and manages the development and implementation of employee development training programs meeting current and anticipated workforce needs/requirements.
9. Identifies, recommends, and implements various processes and information technology systems designed to improve the delivery of human resources services and programs.

10. Partners with the Personnel Department on the administration of recruitment, classification, examination, selection, training, and equal employment opportunity efforts. In order to ensure the City has the most qualified workforce to meet current and future needs.
11. Represents and advocates on behalf of executive management on human resources and labor relations matters at various meetings with the Mayor, City Council, Council Committees, Personnel Department, CAO, Board of Civil Service Commissioners, Employee Relations Board, and employee organizations.
12. Leads, manages, and develops human resource staff in order to provide quality, timely, and customer focused human resource services by coaching, mentoring, evaluating, and other associated activities/assignments.
13. Identifies, recommends, facilitates, and champions human resources improvements that further the mission of the department.
14. Listens to employees and, whenever possible, advocates on their behalf to address their work or personal concerns by discussing these concerns with management in order to identify possible solutions.