



City of Lake Oswego, Oregon

Job Description

HUMAN RESOURCE DIRECTOR

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 420

Job Code: 5060

Summary

Under general direction of the Assistant City Manager, the Human Resource Director designs, delivers and supports human resource solutions to meet management and staffing needs. This position provides tools, concepts and illustrative strategies on issues related to organizational structure and staffing; training and development; compensation and benefits; safety, health and risk management; and employee relations. This position manages and directs all human resource staff and performs annual performance reviews.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Oversees recruitment and selection processes by consulting with department heads on staffing issues, develop recruitment strategies for regular and seasonal employees. Work with HR staff to design and administer employment tests and screening processes. Participate in selection decisions and oversee new employees' orientation process.
2. Oversees personnel administration and provide advice on City policies, labor agreements and procedures. Stay informed on local, state and federal laws and discipline procedures. Advise and coach employees on career development. Determine disciplinary actions.
3. Oversee compensation and benefit programs. Work with HR staff to analyze job tasks and work processes for new positions and reclassifications. Write job descriptions. Coordinate classification studies. Conduct salary surveys. Coordinate benefit committee meetings with health insurance broker. Review contracts and communicates benefit programs/options.
4. Oversees training and development by identifying training needs and acceptance levels. Determine training approaches and instructors. Locate and recommend training programs and consultants. Coordinate external training events as needed.
5. Oversees the City's Safety Program. Provide support staff and training resources to safety committee. Serve as a liaison with insurance carriers and monitors the workers' compensation program. Identify safety and health issues and ways to minimize workplace accidents. Examines accident claims. Assures city compliance with ADA requirements.
6. Supervises and provides direction and technical assistance to assigned staff, including prioritizing and developing work plans, evaluating staff performance, monitoring progress on projects,

interpreting policies and procedures, establishing standards, making hiring and termination recommendations, making pay rate change recommendations and providing training and development for staff.

7. Prepares the annual budget for Human Resources including determining services, capital purchases and allocation of resources. Monitors departmental expenditures and evaluates service effectiveness.
8. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Recruitment theories and principles.
- Job analysis techniques.
- Health benefits programs.
- Health insurance issues.
- Training theories and principles.
- Policy development.
- Local, state and federal laws governing human resources.
- Personal computers and related software applications.

Skills and Abilities to:

- Interview and screen applicants.
- Interpret policies and procedures.
- Develop skills assessments.
- Perform job analysis.
- Write job descriptions and train staff to maintain and update.
- Conduct salary survey processes.
- Make presentations.
- Coach supervisors and employees on conflict resolution.
- Receive work direction and suggestions.
- Apply excellent internal and external customer service skills
- Make presentations and develop reports that may include technical information.
- Use work processing, spreadsheet and database programs or other application software as required for position.
- Use general office equipment.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is to have obtained a Bachelor's degree in Business, Public Administration, Human Resource Management, or a related field, and six years in a related field or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

In addition the ideal candidate should have HR experience in class/comp, recruitment and selection, benefits and compensation, safety and training, and general administration. A Master's degree in Public Administration, Human Resources, or related field may substitute for up to two years of experience.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver’s license and ability to meet the City’s driving standards. Certification from IPMA (IPMA-CPI, IPMA-CS), or SHRM (PHR, SPHR) is desirable.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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 disability and the ability of the hiring department to accommodate the limitation.

Department Director **Date**

Human Resources Director **Date**

Employee **Date**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.