

Position Code: 0390	FLSA Status: Exempt
Pay Code: 2	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and oversee the City’s Human Resources Department. The class is responsible for supervising staff, establishing long range plans, developing policy and procedures, managing human resources processes, budgets, evaluating, documenting activities, and reporting events and activities to senior management and elected or appointed officials. The class researches and formulates long range goals for the organization; develops policy and position papers and negotiates with chief administrative officer and/or elected officials.

TYPICAL TASKS

- Supervises staff including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Develops goals, objectives, policy and procedures for human resources management and improvements, in consultation with elected or appointed officials, senior management, department heads, and department staff, to ensure efficient and fair human resources management processes; ensures policies and procedures are promulgated to all levels and evaluates to ensure compliance and identify deficiencies.
- Implements City’s management philosophy through programs such as training of executive management team and City staff.
- Monitors and researches trends, new methodology, laws, rules, and City policy to develop or improve human resources management processes.
- Directs human resources management activities including research, planning, overseeing personnel processes and programs, budgets, and other management activities.
- Advises and consult with elected and appointed officials, department heads, staff agencies, individuals, and others on human resources problems, policies, and procedures; intervenes in sensitive personnel matters or pervasive problems to achieve resolution and long term solutions.
- Represents the City on boards or committees involved in human resources planning, management, or other issues; participates in meetings or conferences; makes human resources management presentations to elected or appointed officials, department heads and staff, and other agencies or groups.
- Oversees administrative matters such as developing department budget, managing complex projects and contracts, administering expenditures, conducting special studies, managing correspondence and records, preparing routine or special reports, administering training, providing for staff technical or professional growth, and other administrative duties.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and administrative, professional, managerial, and human resources practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, algebraic solutions of equations and inequalities, descriptive statistics, and mathematical classifications or schemes.

Language Requirements	Reads professional and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects.
Mental Requirements	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, fiscal, legal, or managerial nature and formulates important recommendations or makes technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as the entire focus of the job, affecting entire organization and surrounding population; develops long range goals, plans and methodologies.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in human resource management, public administration, or a closely related field. Master's degree preferred.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of six years of experience as a senior human resources manager.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards, professional human resources certification preferred.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.