

<b>Job Class Code: 0380</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 1</b>

### GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and assist the Director with management of the Department of Human Resources. The class is responsible for staff supervision, training, policy and procedures, HR investigations, special projects, and reporting. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

#### **TYPICAL TASKS**

- Supervises staff, including training, assigning and evaluating work, counseling, and recommending disciplinary action.
- Assists in the investigation, analysis, and resolution of City human resources issues and individual departmental concerns.
- Responds to questions and concerns from employees/applicants regarding City policies and procedures; researches, develops, and revises policies and procedures for area of responsibility.
- Handles special projects/assignments as directed by the Department Director.
- Administers the City's Substance Abuse, Volunteer, Internship, and EEO programs.
- Provides guidance to City executives on strategies for problem solving.
- Handles executive recruitment processes.
- Gathers and maintains information to support periodic and special reports as directed by supervisor.
- Attends or conducts staff and other professional meetings to exchange information; conducts training sessions periodically.
- Performs other related duties as assigned.

#### **GENERAL STANDARDS**

<b>Data Involvement</b>	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.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
<b>Mathematical Requirements</b>	Uses basic algebra involving variables and formulas, computes discounts and interest rates, and/or computes ratios, rates, and percents.
<b>Language Requirements</b>	Reads scientific 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; writes complex articles and reports; develops and presents training.
<b>Mental Requirements</b>	Performs advanced professional level work in the analysis or interpretation of methods of an administrative or legal nature and formulates recommendations on the basis of such analysis; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree from an accredited college or university in human resources, public administration, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of five years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**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.*

Revised 03/22/21