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| <b>Job Class Code: 0320</b>       | <b>FLSA Status: Exempt-A</b> |
| <b>Pay Basis: Salary (Annual)</b> | <b>EEO Category: 2</b>       |

**GENERAL DESCRIPTION OF CLASS**

The purpose of the job classification (class) is to perform complex, senior-level professional Human Resources functions and serve as a strategic business partner to assigned departments within a team. The job class may be responsible for recruitment and selection, classification and compensation, performance management, benefits administration, employee relations, grievances, and Equal Employment Opportunity issues. This work is performed under the administrative direction of the Human Resources Manager. The job class may assume the duties and responsibilities of the HR Manager during periods of absence. The incumbents may supervise subordinate personnel and/or support staff. The job class works within broad policy and organizational guidelines; independently plans and implements projects; and reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Works with management to develop, implement, and revise various human resources policies and programs.
- Conducts fact-finding investigations relating to management and EEO issues and complaints, to include reporting findings and recommendations.
- Conducts research and analysis and makes recommendations to HR management to address issues and concerns related to human resources.
- Manages the recruitment process to include screening applications; interviewing and evaluating applicants for City positions; ensuring interview and selection processes comply with City policy; and providing policy interpretation and guidance to hiring supervisors on recruitment methods.
- Reviews compensation and/or benefits by conducting surveys, preparing reports, and presenting recommendations based on the City's philosophy and strategic goals.
- Coordinates the processing of employee grievances and disciplinary actions and provides policy interpretations; consults and coaches department management on issues; writes determinations of grievability.
- Performs classification reviews including developing or revising job descriptions, conducting departmental and/or individual job audits, and preparing recommendations.
- Creates, updates and presents training materials based on needs assessments and strategic goals.
- Serves as a resource for management, supervisors, employees, applicants, and the general public on human resources issues.
- Facilitates actions to resolve employee issues.
- May supervise staff, including recommending selection, assigning work, evaluating work, counseling, and discipline.
- Demonstrates continuous learning (e.g. classes, webinars, conferences) to stay abreast of current trends and enhance professional skills.
- Attends or conducts staff, committee, or other professional meetings to exchange information and/or develop recommendations.
- Performs other human resources duties as assigned.

**GENERAL STANDARDS**

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| <b>Data Involvement</b> | Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information. |
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| <b>Interpersonal/People Involvement</b> | Counsels or instructs others through explanation, demonstration, and supervised practice or makes recommendations based on professional expertise. May supervise or lead others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.   |
| <b>Reasoning Requirements</b>           | Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization. May perform supervisory work involving policy and guidelines, solving both people and work related problems.   |
| <b>Mathematical Requirements</b>        | Uses mathematics involving the practical application of fractions, percentages, ratios, discounts, and proportions or measurements; may use algebraic solutions of equations and inequalities, descriptive statistics, or mathematical classifications or schemes.  |
| <b>Language Requirements</b>            | Reads technical journals and professional literature, financial reports, or legal documents; speaks before professional groups, participates in panel discussions and speaks extemporaneously on a variety of subjects; writes complex reports; develops presentations for sophisticated audiences.   |
| <b>Mental Requirements</b>              | Performs professional level work requiring the application of accounting, legal, or managerial methods in the solution of administrative or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures. |
| <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. May direct the actions of others.   |

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

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| <b>Vocational/Educational Requirement</b>  | Requires any combination of education and experience equivalent to a bachelor's degree in human resources, management, business or public administration, or a closely related field  |
| <b>Experience</b>                          | In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, professional, 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 citywide emergencies. Emergency operations support work and work locations may be outside of normal job duties. |

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