

Job Class Code: 0350	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide direction and coordination for the human resources operations of an assigned area of responsibility. The class is responsible for planning and leading human resources activities, developing programs and policies, consulting with departments/employees, researching related information, and making recommendations. 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 HR teams and/or functional areas (e.g. employee relations, performance management, recruitment and selection, benefits, classification, compensation, HRIS, training, organizational development)
- Provides HR policy/procedure guidance and consultation to departments directly and through oversight of HR teams
- Serves as the subject matter expert and is the point of coordination for specific program areas (e.g. recruitment/employment, classification /compensation, employee relations, grievances, EEO, HRIS, special projects)
- Acts as the senior leader in the development of HR programs and policies to include introduction to the organization
- Conducts research and analysis as well as makes recommendations
- Facilitates learning offerings
- Demonstrates continuous learning (e.g. classes, webinars, conferences) to stay abreast of current trends and enhance professional skills
- Performs other related duties as assigned such as developing reports and analysis and serving on city-wide committees.
- May manage the Department in the Director’s absence.

GENERAL STANDARDS

Data Involvement	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
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 legal, administrative, professional, or other 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; may use algebraic solutions of equations and inequalities, descriptive statistics, or mathematical classifications or schemes.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	Performs advanced professional level work in the analysis or interpretation of methods of a fiscal, legal, or managerial nature and formulates recommendations on the basis of such analysis and applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	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.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license with a driving record that meets the City Driving Standards.
Special Requirements	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 07/02/2020