

## CITY OF COLLEGE PARK, MARYLAND

### CLASS SPECIFICATION

**CLASS TITLE:** HUMAN RESOURCES DIRECTOR

FLSA Status: Exempt

**GENERAL CLASS DESCRIPTION:** Positions in this classification perform professional level work directing a variety of human resources program areas to include position classification, benefits, recruitment, compensation, employee and labor relations. Work involves the application and interpretation of Personnel laws, regulations and policies and oversight of all personnel actions. Duties require employees in this class to work with all levels of City personnel and to be able to inform and interpret personnel policies and procedures. Reports to the City Manager.

#### **ESSENTIAL JOB FUNCTIONS:**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Interprets, counsels and advises City staff, supervisors and managers regarding personnel regulations, policies and procedures. Provides advice regarding options, alternatives and most appropriate courses of actions regarding personnel related issues. Has oversight of all personnel actions.
- Evaluates employee benefit providers, assesses cost, efficiency and level of coverage/benefits in order to ensure the City's receipt of the most efficient and comprehensive benefit programs possible.
- Administers all benefits programs for City personnel. Interprets, counsels and advises City staff and management regarding availability, eligibility, provisions, employee contributions, etc. for all benefit programs offered by the City, to include federally mandated programs.
- Prepares and manages the Human Resources budget. Develops program goals and objectives, recommends and implements changes to improve program effectiveness.
- Evaluates classification of current and proposed positions, drafting and editing job descriptions as necessary.
- Coordinates all recruitment activities for the City, conducting interviews as necessary.
- Conducts research and prepares reports and analyses on a variety of human resources issues.
- Chairs employee meetings and committees. Prepares and delivers employee presentations on various human resources issues; coordinates annual Open Season presentations by benefit vendors.
- Participates in the contract negotiation process with the City's labor union.

#### **KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.**

##### **Technical Knowledge:**

- Thorough knowledge of the principles and practices of human resources administration to include compensation, benefits, recruitment, classification and employee relations.
- Thorough knowledge of the benefit programs offered by the City, to include federally mandated programs such as worker's compensation.

## HUMAN RESOURCES DIRECTOR

- General knowledge of the employee population, types of positions within the City's personnel systems, and of specialized municipal functions relating to personnel administration.

### **Physical Requirements:**

- Ability to operate a variety of office equipment.

### **Language Ability & Interpersonal Communications:**

- Ability deal effectively with all levels of City employees and managers to discuss benefits, employment, employee relations and other personnel related issues. Must be able to exercise tact and confidentiality in dealing with sensitive and confidential issues.
- Ability to interpret and apply personnel laws, policies and regulations.
- Ability to perform research and analysis of human resources information and statistics.
- Ability to read and interpret the City Code, policy and procedural manuals, personnel legislation and regulations, job descriptions, benefits handbooks, and other program related documents and references.
- Ability to prepare and write research reports, memoranda, letters, job descriptions, policies and other personnel related documents.
- Ability to prepare, read and follow oral and written instructions.
- Ability to supervise and evaluate the work of others.

### **Environmental Adaptability:**

- Work is performed in an office environment.

### **ACCEPTABLE TRAINING AND EXPERIENCE:**

Bachelor's degree in human resources management, benefits administration or related field and 6 - 9 years of progressively responsible position related experience; additional professional certification in human resources or benefits administration preferred; or any equivalent combination of training and experience which provides the required knowledges, skills and abilities.

*College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*