

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB214 Human Resources Director
POSITION #/TITLE: 1212 Human Resources Director	Adopted: 07-97
	Revised: 05-14

POSITION DESCRIPTION

Dept: Human Resources	Manager Level: Director
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 24
Reports To Position #/Job Code #/JC Title: 2353/CN001/City Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Plans, organizes and directs the Human Resources activities and operations of the City; performs related work as required.

Distinguishing Features of the Class

Extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of all employees within the Human Resources Department.

Examples of Essential Work (Illustrative Only)

Provides effective, professional leadership, positioning the Human Resources Department to meet the community's current and future purchasing needs through appropriate technologies and services;
Plans, organizes and directs the organization, structure, activities and operations of the Human Resources Department;
Manages department work, project and personnel activities of the Human Resources Department;
Directs the strategic planning, policy development and data collection and reporting activities of the Human Resources Department;
Oversees the preparation and monitors the activities of the operational and capital improvement budgets;
Monitors all human resources activities to ensure compliance with all City, State and Federal regulations, including recruitment, selection processes, benefits administration, employee health and safety, compensation, Equal Employment Opportunities and collective bargaining activities;
Secures City Council approval of all policy changes;
Develops goals, plans and measurements for the identification and evaluation of human resources needs in the City;
Administers and supervises City recruitment, selection and placement processes, including the preparation of job announcements, job advertisements and related materials;
Advises department and division heads regarding employment, position classification, compensation, benefits, discipline of employees and related labor-management relations issues;
Administers the overall employment process, including recruitment, interviews, testing and selection activities and the development of recommended employment standards and selection measures;
Oversees the preparation and maintenance of the City position classification and pay plans, including recommendation and establishment of procedures for implementation of economic and merit compensation increases;

Administers and provides guidance for the implementation of the employee performance evaluation program;
Conducts timely performance reviews and monitors performance and staffing needs;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of the principles and practices of public management and administration;
Comprehensive knowledge of public sector human resources policies, practices and procedures;
Comprehensive knowledge of public management research principles and methodologies;
Comprehensive knowledge of City departmental functions, procedures, policies and organization;
Comprehensive knowledge of the principles, practices and procedures of employment testing, recruitment, selection, fringe benefits administration, position classification and compensation, OSHA, affirmative action, equal employment opportunity, fair labor standards and Americans with Disabilities Act, (ADA), as applied in local government;
Comprehensive knowledge of the principles and practices of collective bargaining at the local level of government;
Comprehensive knowledge of the methods and procedures for maintaining personnel records;
Ability to recognize the human resources and organizational needs of local government;
Ability to plan, organize, prioritize, motivate and evaluate the work of others;
Ability to prepare accurate and reliable reports containing findings, conclusions and recommendations on human resources needs and practices;
Ability to operate a personal computer using standard program applications appropriate to assigned duties;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Human Resources Management or a closely related field; and
Extensive experience in human resources management; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to produce and review a wide variety of materials in both electronic and hardcopy forms;
Sufficient manual dexterity, which permits the employee to operate a keyboard and to make handwritten notations;
Sufficient personal mobility, which permits the employee to attend and observe the work in other offices and field work locations.