

*Code: 7435*

*Title: HUMAN RESOURCES DIRECTOR*

**SUMMARY:** Reporting directly to the County Administrator, this classification directs, plans, organizes and coordinates all programs, functions and activities of the County Human Resources Department, to include Employment Rights, Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Employment Eligibility Verification (E-Verify), Recruiting/Selection, Classification, Compensation, Benefits, Training & Development and related Human Resources activities. This is a classification in the unclassified service and is exempt from Merit System Rules.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and coordinates all programs, functions and activities of the Human Resources (HR) Department;

Directs professional staff in the management and administration of HR functional areas of Employment Rights, Recruiting/Selection, Classification, Compensation, Benefits, Training & Development, FMLA, E-verify, ADA, Policy Compliance and Official Employee Records;

Provides consulting, education and policy direction to County management and human resources managers in order to enhance employee and organizational performance and attract and retain qualified employees;

Directs the preparation and delivery of specialized activity and statistical reports to County, State and Federal agencies, offices and officials, per laws, rules, regulations, etc.;

Confers with Department Directors, Elected Officials and County agency executives to determine Human Resources needs and relevant actions required;

Directs the preparation and delivery of relevant HR activity reports to senior County management officials;

Administers and controls the departmental budget;

Administers the County Compensation and Classification plans;

Establishes long and short range departmental goals and objectives and monitors personnel and program performance;

Administers the creation, maintenance, documentation and distribution of Pima County Merit System Rules, Law Enforcement Merit System Rules and relevant Personnel Policies/Procedures and serves as the County's official interpreter of all personnel-related rules, policies and procedures including the County's Merit System Rules and Personnel Policies;

Directs the creation and maintenance of comprehensive manual and computer-based public records relevant to all HR-related activities;

Acts as Custodian of Records for all County personnel records not held by other Departments and assures that release of any personnel records or data are in conformance with applicable Federal, State and County laws, rules, regulations

Administers awarded contracts for goods and services for the Department;

Conducts, or directs the conduct of, specialized and sensitive HR-related studies, investigations and compliance audits as directed by the County Administrator or other County, State or Federal agencies;

Assures staff maintenance of required security and confidentiality of information created or encountered in the course of activities;

Monitors HR staff activities, to include staff training, performance evaluations and related personnel management activities;

Responds to inquiries from County, State and Federal officials/agencies, public media and the public on HR policies, procedures and activities;

Provides administrative staff support to the County Merit System Commission and the Law Enforcement Merit System Commission and serves as the official Secretary to the Merit System Commission;

May meet with employee organizations having consult-and-confer agreements with County on human resources issues.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of public and personnel administration, to include compensation and classification plans, employee grievance programs and related activities;
- relevant Federal, State, County laws, rules, regulations, standards, policies and procedures for the administration of human resources management;
- organization and functions of County departments and agencies;
- preparation and administration of departmental budgets;
- policies and practices for contract administration;
- principles and practices of employee administration, per County Merit System Rules, Personnel Policies/Procedures and County Administrative Policies;
- current trends and developments in public-sector personnel/human resources management;
- applications of computer-based resources to facilitate departmental activities.

Skill in:

- planning, organizing and coordinating all programs, functions and activities of the Human Resources Department;
- negotiating and coordinating changes to Merit System Rules, Personnel Policies/Procedures and County Administrative Policies/Procedures;
- developing, implementing, interpreting, applying and enforcing personnel/human resources policies and procedures per relevant laws, rules, regulations, codes, etc.;
- developing and administering departmental budgets;
- developing and delivering comprehensive reports of departmental activity to senior County administration officials and State/Federal agencies;
- coordinating human resources activities with appropriate County officials, staff and agencies;
- monitoring and evaluating staff and program performance;
- communicating effectively.

**DESIRED QUALIFICATIONS:** The County Administrator will determine the desired qualifications for this position at the time of recruitment. Typically, this would require at least a Bachelor's or higher degree from an accredited college or university with a major in public or business administration, personnel, human resources management or a related area, and eight years of professional administrative experience in personnel or human resources management, business or public administration or other relevant experience.

**OTHER REQUIREMENTS:**

**Licenses and Certificates:** Some positions may require a valid Arizona Class D Driver's License at the time of appointment.

**Special Notice Items:** This is a classification in the unclassified service and is exempt from the Merit System Rules.

**Physical/Sensory Requirements:** Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.