

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Human Resources Director	<b>Job Family:</b>
<b>General Classification:</b> Management	<b>Job Grade:</b>

**Definition:** Plans, organizes, and provides direction and oversight for Human Resources Department functions. Provides services to other City departments in the areas of labor relations; recruitment, selection and promotion, classification, and compensation; employee performance management; training and development; benefits administration; wellness and engagement; employee coaching, training, and organizational development; and strategic workforce and succession planning.

**Distinguishing Characteristics:** This is a department head-level position reporting to the Assistant City Manager. The incumbent is a member of the City's executive team and participates on various Citywide committees as well as participating in organizational, operational, and budgetary planning meetings. Exercises supervision of management and supervisory staff, and indirect supervision of technical, professional, and clerical staff.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Plans, directs, and coordinates activities of the Human Resources Department (HR).
2. Develops and implements HR goals, objectives, policies, and programs that align with and support the City's strategic goals.
3. Evaluates the Human Resources Department structure and team plan for continual improvement of the efficiency and effectiveness of programs and services.
4. Develops professional and personal growth opportunities for staff.
5. Oversees the City's labor relations program; develops management strategies in response to meet and confer, grievance and disciplinary processes; and coordinates the City's labor relations negotiating team and administers resulting agreements.
6. Partners with department heads to develop staffing succession planning and strategies; and implements plans and programs to identify talent to strategically fill positions.
7. Conducts research and analysis of organizational trends, including review of reports and metrics from employee surveys and the City's human resources information system (HRIS).

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8. Monitors and ensures the City's compliance with Federal, State, and local employment laws and regulations, and recommended best practices; and reviews and modifies policies and practices to maintain compliance.
9. Maintains knowledge of HR trends, best practices, regulatory changes, and new technology in human resources, talent management, and employment law; and applies this knowledge to communicate changes in policy, practice, and resources to upper management.
10. Directs and champions the City's organizational development program that promotes continuous learning through training, tuition reimbursement programs, coaching, employee development, onboarding, employee orientation, performance management, development, and coaching initiatives.
11. Leads initiatives related to Council Appointee employment, including facilitating recruitment for vacant positions, execution of employment contracts, and the annual evaluation and compensation process.
12. Acts in the capacity of the City's Personnel Officer for employee relations decisions and appeals.
13. Monitors performance management Citywide. Reviews submitted evaluations and advises departments as needed. Leads the City's annual merit process. Sets parameters in coordination with the City Manager and review evaluations and merit recommendations.
14. Consults with the City Manager, department heads, employee representatives, and others on matters related to policy interpretation, discipline, grievances, and other personnel-related processes.
15. Directs the City's benefits, wellness, classification, compensation, and organizational development programs.
16. Keeps City Manager properly informed of activities and issues of the department and organization. Prepares for and makes presentations to the City Council, as necessary.
17. Directs the City's recruitment, selection, promotion, and evaluation programs.
18. Oversees salary and total compensation surveys. Makes pay and benefit recommendations to the City Manager and City Council.
19. Interacts with and counsels employees for work-related issues, appeals and grievance rights, and other issues of general concern.

20. Develops, prepares, and administers the department budget.
21. Hires, trains, motivates, and evaluates staff. Assigns work activities, projects, and programs; monitors work flow; and reviews and evaluates work products and methods.
22. Develops, implements, and reviews department goals, objectives, policies, and procedures in order to provide adequate service to City departments, employees, and the public.
23. Oversees the processing of personnel actions and the administration of personnel files.
24. Initiates and conducts special studies and reports to determine the feasibility of new programs and services.
25. Serves on various Citywide committees.
26. Performs other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of public administration and personnel management; principles and practices of labor relations and negotiations; laws, rules, regulations and court decisions relating to public personnel administration; principles and practices of administrative analysis and policy development and implementation; principles and practices of leadership, motivation, supervision, team-building, training, and conflict resolution; budgeting procedures and techniques; and conflict resolution and negotiation techniques.

Ability to: Plan, organize, and direct municipal personnel programs and activities; represent the City and negotiate with represented groups; interpret and apply rules, regulations, laws, policies, and procedures; analyze existing systems, processes, and procedures and modify or streamline; analyze issues, identify alternative solutions, and implement recommendations in support of goals; prepare and present oral and written reports; counsel employees and resolve conflicts; develop, prepare, and administer a departmental budget; select, train, supervise, and evaluate staff; establish and maintain effective working relationships with those contacted in the course of work; work collaboratively with others; communicate clearly and concisely, both orally and in writing.

**Experience and Training Guidelines:** A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Training and experience equivalent to a bachelor's degree in public or business administration, personnel administration, or a related field; and five years of increasingly

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responsible human resources experience in the following areas: recruitment and selection, employee relations and employer-employee negotiations, pay and classification, and benefits administration. Additionally, at least two years of supervisory experience is required. Public-sector human resources experience is highly desirable.

Established: March 1992

Revised: February 2024

HRD/CLASS SPECS

Human Resources Director