CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Human Resources Director** **E-PLAN**
SG:E-DH-C
DEPARTMENT: **Human Resources** **CS:N**
FLSA:N
EEO4CODE:OA

JOB SUMMARY:

Provides strategic leadership, direction and oversight of Human Resources operations and employees. Develops and implements systems, strategies and policies that support the City's goals, enhance organizational effectiveness, foster a positive work environment and contribute to the City's long-term successes and financial sustainability. Serves as a member of the City's senior leadership team and acts as a key advisor in all human resources related matters. Works closely with the Mayor's Office and other City departments on strategy and policy to ensure that the City's mission and values are incorporated into operational activities and services.

SUPERVISORY RELATIONSHIPS:

Reports to the Mayor. Works independently under general guidance from the Mayor to ensure coordination of objectives and priorities of the Mayor and City Council. Supervises staff directly or through assigned managers. Also advises or directs City staff in personnel-related areas. Works under federal and State law and regulations, inter-local and agency agreements, as well as the City's municipal code, policies, and procedures.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Leadership: Serves as a member of the City's senior leadership team. Participates in organization wide strategic planning and coordinates the Human Resources Department's activities with other city departments and offices to ensure alignment with the City's critical obectives, vision and values. Promotes Human Resources best practices across the organization to help the City deliver great government by cultivating a strong organizational culture. vision and values.

2. Human Resources Management: Plans, organizes, directs and evaluates the work of the Human Resources Department to deliver high quality human resources programs and services. Oversees departmental programs and services including labor relations strategy, negotiations, and labor contract administration; employee relations; compensation and classification; benefit, unemployment, and retirement systems; recruitment, workforce planning, and diversity, equity, and inclusion; employee development and training; performance management; occupational safety and workplace health; the Civil Service system; payroll; and Human Resources Information Systems (HRIS).

3. Strategic Planning: Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data to inform decision-decision making and track effectiveness of human resources initiatives; develops and presents reports to senior management and City Council. Coordinates Department activities with other departments and agencies as needed.

4. Human Resources Policy Development: Implements an agile approach to development, implementation and administration of Department and City-wide human resource policies ensuring compliance with federal and State law and regulations while responding to market and employee needs. Facilitates discussions of employee and City interests in meetings and public settings on issues related to human resources policies and practices; develops and leads appropriate forums for collaborative policy development. Provides professional advice to City officials; participates in meetings with councils, boards, commissions, civic groups and the general public. Presents human resources issues and recommendations requiring policy direction to stakeholders and decision-makers.

5. Personnel Management: Develops and maintains a workforce committed to, and with highly developed competencies in, customer service, results orientation, and teamwork. Directly or through managers, appoints, supervises, provides for training, development, performance evaluation, and ensures accountability of department employees.

6. Diversity, Equity and Inclusion: Leads and champions diversity, equity and inclusion initiatives. Develops and implements strategies and programs to foster an inclusive workplace, ensure equitable practices and reduce biases. Collaborates with stakeholders to create a culture of respect and belonging.

7. Communications: Communicates official plans, policies and procedures to staff and the general public.

8. Fiscal Management: In partnership with other City staff, ensures that labor costs are effective and sustainable. Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

9. Professional Involvement: Serves as City's representative to regional human resources groups.

ADDITIONAL WORK PERFORMED:

1. Other duties as assigned by the Mayor.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Current trends and practices of public human resources administration; including position classification, compensation and benefits, recruitment and selection, training, HRIS and payroll, labor relations, health and safety, and workforce planning.
- Diversity, equity, and inclusion best practices.
- Laws and regulations related to human resources.
- Managerial principles, techniques and practices, and use of technology.

Skill in:
- Preparing and administering municipal budgets.
- Researching complex issues and developing recommended actions.
- Implementing diversity, equity, and inclusion trainings and practices.

Ability to:

- Conduct self at all times in an ethical, professional and respectful manner.
- Communicate effectively verbally, in writing, and through presentations.
- Establish and maintain effective working relationships with employees, city officials, labor unions and the general public.
- Negotiate agreements and/or reach consensus with diverse and disparate interests.
- Efficiently and effectively administer a human resources team to provide leadership, counsel, motivation and constructive performance reviews to staff.
- Plan and organize the work of others and delegate and manage project/activity deadlines of self and others.
- Develop an understanding of the City's political environment and sensitivities and to function effectively within that environment.
- Maintain high ethical and professional standards for conduct of public officials.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently remain stationary for long periods of time;
  - Frequently travel between worksites;
  - Frequently communicate accurate information and ideas with others.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting subject to frequent interruptions and includes being stationary for extended periods of time. May be exposed to highly stressful situations and individuals who are irate or hostile; may be subject to long hours due to attendance at City Council and Committee meetings and other responsibilities required at this executive level. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions required. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in human resources, public administration, business administration or related field. Master's degree preferred.
- Five years of progressively responsible experience with at least three years senior management experience in a comprehensive human resources program including supervision.
- Significant experience managing collective bargaining and labor relations required.
- CLRP, SPHR/SHRM-SCP or PHR/SHRM-CP Certification preferred.
- Preferred qualifications include:
  - Demonstrated experience promoting equity, diversity and inclusion (EDI) in the workplace.
  - Proven track record of collaboration and engagement with stakeholders.
  - Demonstrated creativity and innovation in programs and processes.
  - Demonstrated ability to foster a positive work environment.
- In place of the above requirements, an equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.

PREPARED BY: KH for RMA
1/95
JZ/KH 2/06

REVIEWED BY: _____
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Mayor

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