

JOB TITLE

Executive Director, Personnel Services (EM)

JOB CODE

01830

DEPARTMENT

Personnel Services

TITLE OF IMMEDIATE SUPERVISOR

Assistant City Manager

JOB SUMMARY

Plans, develops and administers a comprehensive personnel program for the City that provides responsive professional service with a multicultural, healthy, highly trained, well-compensated workforce and effective risk management; and ensures the successful accomplishment of each divisions purpose as stated below.

OPERATIONS

To provide timely assistance and advice to all departments in resolving employee and procedural issues and problems; to coordinate city-wide recruitment and classification program and to ensure compliance with Civil Service Code.

BENEFITS AND COMPENSATION

To provide responsive, competitive, cost effective wellness/fitness and group insurance programs; to develop and manage the compensation plan, air quality programs and other employee benefit programs.

EMPLOYEE AND COMMUNITY RELATIONS

To establish and monitor programs for a multi-cultural workforce, personal development and leadership training; to design and enhance employee and citizen recognition programs; to negotiate labor agreements and handle work related performance issues; to oversee the personnel board hearing process.

RISK MANAGEMENT

To optimize safety in systems, facilities and equipment and adhere to CalOSHA regulations through loss prevention/control training programs; to insure against all potential liabilities, provide claims management services and workers compensation services.

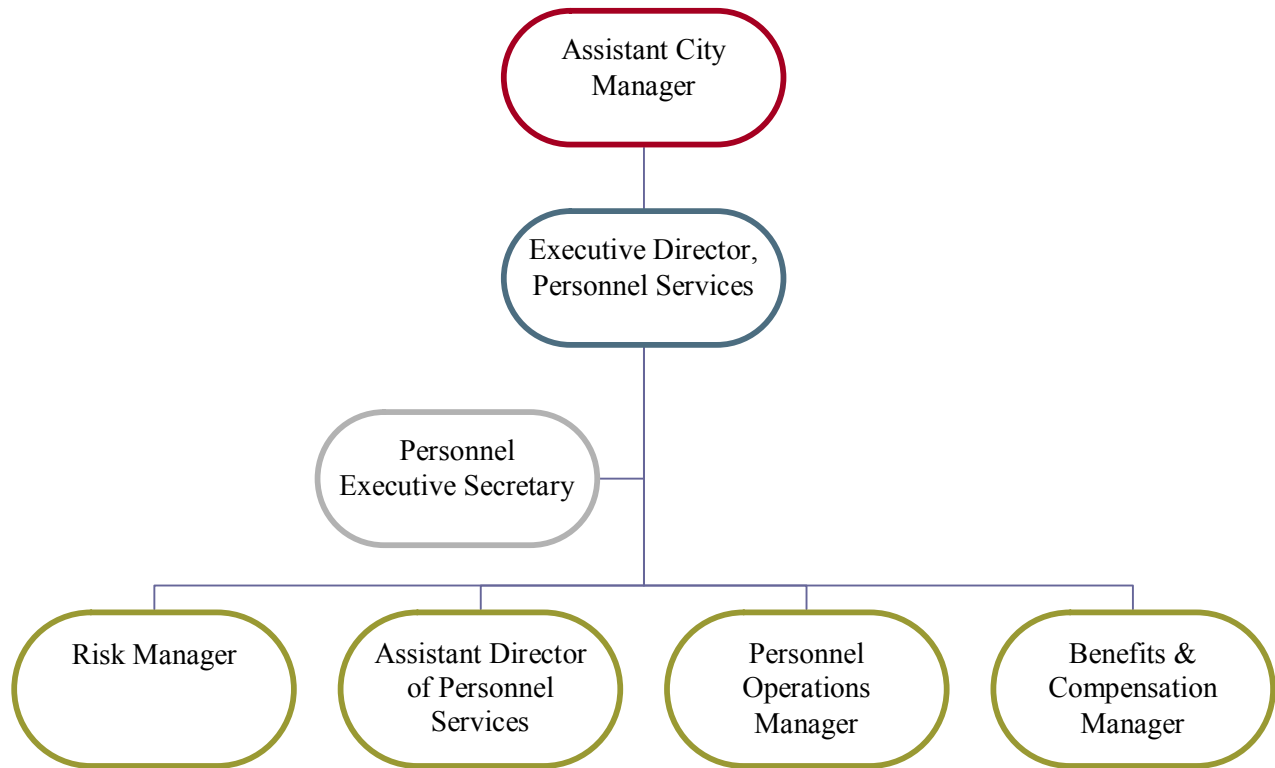
DESIRED QUALIFICATIONS

Experience and education: Extensive management skills with a proven record of accomplishment in a related public sector position. Graduation from an accredited four-year college with a degree in Public Administration, Psychology, Political Science or a related field may be used in conjunction with experience to meet the minimum qualifications. Experience, education and training must provide the knowledge, skills and abilities listed below.

Knowledge of: Civil Service rules and regulations; labor laws and their intent; affirmative action and equal employment opportunity laws; employment-related court cases and decisions; principles and methods of position classification and wage and salary administration.

Ability to: Plan and develop strategic plans and programs; evaluate and analyze existing programs and make recommendations; prepare department budget, and related reports and other administrative documents; maintain effective working relationships with management, elected and appointed city officials, department managers and city employees.

ORGANIZATIONAL RELATIONSHIPS



Class title change from Executive Director, Human Resources  
per Council Resolution No. 89-087,  
effective 7-1-89

Reviewed: 11/08  
ADA approved: 7/02, 11/08