



# CITY OF KNOXVILLE

## VACANCY ANNOUNCEMENT

### DIRECTOR OF HUMAN RESOURCES

**SALARY RANGE:** \$100,000-\$130,000/annually

**Starting salary will be determined based upon applicant qualifications and in accordance with City of Knoxville policies and regulations.**

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#### JOB DESCRIPTION

The City of Knoxville is seeking a professional leader to serve as the City's Chief Human Resources Officer. The Director of Human Resources shall administer the City's personnel actions, policies, practices, procedures, and programs in all cases where the duty is not assigned to any other department or area.

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#### MINIMUM REQUIREMENTS

- Graduation from a CHEA accredited four-year college or university with a major in personnel, human resource development, public or business administration or a related field with course work in personnel management, industrial/organizational psychology, classification/compensation, and statistics.
- Seven years of progressively more responsible experience in a comprehensive Human Resource setting.
- SHRM and HRCI certified preferred.
- Supervisory experience and knowledge of public personnel administration is preferred.

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#### To Apply

Send a cover letter and resume to: [dbrace@knoxvilletn.gov](mailto:dbrace@knoxvilletn.gov) or via mail to:

David Brace, Deputy Mayor and Chief Operating Officer  
City County Building, Suite 681  
400 Main Street  
Knoxville, TN 37902

Applications should be submitted no later than end of business on **Friday, September 18, 2020**.

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***Note: Background checks and medical testing will be conducted.***

#### AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

**The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.**

**POSITION DESCRIPTION**

**City of Knoxville**

<b>Class Title:</b> Director of Human Resources	<b>Working Title:</b> same	<b>PCN:</b>
	<b>Incumbent:</b> vacant	<b>Created:</b> 8/21/2020

**GENERAL DESCRIPTION**

Under executive direction, serves as the City's Chief Human Resources Officer. The Director of Human Resources shall administer the City's personnel actions, policies, practices, procedures, and programs in all cases where the duty is not assigned to any other department, board, commission, office, or other agency, including, but not limited to, the Civil Service Merit Board.

**ESSENTIAL FUNCTIONS**

Organizes, plans, develops, and directs the Human Resource programs of the City.

Formulates personnel policy recommendations for presentation to the Mayor and City staff.

Prepares the annual departmental budget; makes presentation of budget to the Mayor and City Council at administrative and legislative hearings; defends and explains budget requests; employs sound fiscal controls and management of the budget during the fiscal year.

Enhances the relationship between the Administration and the employees.

Works with City Departments to administer comprehensive, diverse, and inclusive marketing, outreach, and talent acquisition.

Monitors hiring practices and assists City department heads with interviewing and selection based on the referral provided by Civil Service.

Advises management staff on proper disciplinary procedures or other workplace issues (i.e. harassment claims, job assignments, or any other issues employees have brought to Management staff) based on the Administrative Rules.

Oversees all public records requests regarding personnel actions or files.

Determines needs and appropriateness of training and development for departments and employees, including but not limited to: new hire onboarding, career paths, succession planning, performance evaluations, and/or performance management plans.

Supervises, directs, and manages the staff of the Human Resources Department; provides technical advice and guidance; delegates responsibilities and ensures that programs follow all applicable legal guidelines.

Reviews and approves all personnel actions prior to implementation.

Works with the City Law Director to interpret or make recommendations to the Administrative Rules.

Represents the City of Knoxville in all matters relating to unemployment insurance including preparing the City's response to claims.

Responsible for developing rules regarding the development and maintenance of the classification plan for the City of Knoxville as outlined in the Code of the City of Knoxville; approves all class specifications; Creates and maintains valid position descriptions. Works with departments on any needs related to the classification system.

Responsible for developing rules regarding the development and maintenance of the compensation plan for the City of Knoxville as outlined in the Code of the City of Knoxville. Directs the City's annual salary and benefits survey; presents recommendations to the City Council regarding adjustments to salary ranges; submits recommendations for performance increases to the Mayor. Manages common compensation functions, including survey participation, job evaluation, salary structure development, incentive plan design, and associated analysis.

Maintains all required reports and records.

Performs related work as required.

### **MARGINAL FUNCTIONS**

None indicated.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the principles and practices of personnel administration, including recruitment, interviewing, placement techniques, classification, training, performance appraisal, etc.

Knowledge of the principles and practices of management and supervision.

Knowledge of modern office practices procedures, and equipment.

Knowledge of the current trends, laws, procedures, etc. associated with a comprehensive Human Resource Management program.

Knowledge of budgetary practices and procedures.

Knowledge of City's Administrative Rules, relevant City Codes and Ordinances; state and federal regulation.

Ability to interpret research results.

Ability to interview effectively and make sound and objective evaluations of qualifications.

Ability to exercise considerable judgment and discretion in the work due to the confidential nature of accessible information.

Ability to plan and organize work, set priorities, and provide supervision and direction to staff members.

Ability to give guidance and advice to others regarding technical systems and procedures.

Ability to prepare reports of great technical detail. Ability to deal courteously with the public, members of the media, and others.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with the public and others.

### **PHYSICAL REQUIREMENTS**

This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, and/or a lower amount of force frequently, in order to lift/carry, push/pull, or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

### **MENTAL REQUIREMENTS**

This position uses logic and/or scientific thinking to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

**MINIMUM REQUIREMENTS**

Valid Tennessee Driver's License.

Graduation from a CHEA accredited four-year college or university with a major in personnel, public or business administration or a related field with course work in personnel management, industrial/organizational psychology, classification/compensation, and statistics.

Seven years of progressively more responsible experience in a comprehensive Human Resource setting.

SHRM and SPHR certified preferred.

Supervisory experience and knowledge of public personnel administration is preferred.