

MEMORANDUM

DATE: December 13, 2022
TO: All Interested INDIVIDUALS
FROM: Personnel Department
SUBJECT: **ANNOUNCEMENT OF POSITION VACANCY**
POSITION: Personnel Director
SALARY RANGE: U; 44.29/hour - \$92,123.20 - \$119,787.20

Position Summary

This position is responsible for the administrative oversight, visioning, leadership, planning, budgeting, coordinating and management of the City's Personnel and Risk Management programs.

Essential Functions

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

- Directs the work of and manages the staff of the Department. Interviews and selects new employees. Provides training and instructions and ongoing training needs. Assigns tasks, reviews work and prepares performance evaluations. Provides staff coaching/counseling. Recommends employee transfers, promotions, disciplinary action, and discharge.
- Organizes and directs the day-to-day operations of the Department.
- Provides leadership and management to all assigned staff.
- Develops and recommends annual budget to the City Council; forecast necessary funding for staff, equipment, material, and capital improvement plans. Monitors budget throughout the year.
- Assists supervisors, managers, and directors in resolving complex, sensitive human resources problems.
- Accomplishes special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.
- Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
- Oversees contract administration and grievance process in compliance with labor contracts; adjudicates grievance appeal hearings.
- Develops and drafts personnel and related policies for review and approval. Evaluates for changes as needed.
- Implements human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Testifies in administrative or court proceedings regarding investigations conducted, disciplinary actions, and/or interpretation/implementation of City policies and procedures
- Manages the administration of the employee performance evaluation system.
- Manages the administration of the City's classification system, including the development and revision of job descriptions and evaluation and placement of positions within classifications
- Addresses issues and questions posed by general employees regarding interpretation of City policies, labor contracts, labor and employment law, City benefit programs and personnel management concerns; refers more complex legal issues to the City's legal counsel as appropriate.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of principles, practices, and techniques of public personnel administration and human resources management.
- Knowledge of Human Resources techniques utilized in employee relations, discipline, recruitment, job classification, job analysis, record-keeping, labor relations, and training.
- Knowledge of principles, practices, and techniques of public sector human resources administration and management, personnel files, and records management.
- Knowledge of application and interpretation of Federal, state, and local laws, regulations, codes, ordinances, and legal precedents governing human resources administration, labor relations, and civil rights.
- Knowledge of management and supervisory principles and practices, including program planning, contract requirements, budgeting, direction, coordination, and evaluation.
- Knowledge of principles, procedures, and techniques of labor contracts and negotiations.
- Skill in managing multiple projects and prioritizing multiple tasks and demands.
- Knowledge of and ability to effectively utilize the principles of strategic and long and short- range planning.
- Knowledge of management and supervisory practices & principles.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to plan, develop, implement, and evaluate projects and programs.
- Ability to maintain a professional demeanor when dealing with the public.
- Ability to develop department goals and objectives.
- Ability to take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to make final employment recommendations.
- Ability to prepare performance evaluations and make recommendations regarding unsatisfactory employees.
- Ability to assign work, add or delete; plan work, establish priorities.
- Ability to approve time off.
- Ability to maintain staff personnel records.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Knowledge of City policies, procedures, and practices.
- Knowledge of local government organization and its departmental operating requirements.
- Considerable knowledge of modern office practices and procedures.
- Ability to analyze and prepare organizational and functional reports from research data.
- General knowledge of standard office procedures, practices, equipment, and office assistance techniques.
- Ability to work the allocated hours of the position.

Required Education, Experience, Licensing, and Certifications

- Bachelor's Degree in personnel, business administration, public administration, or related field and ten (10) years of progressively responsible work experience in human resources management, including experience in labor relations and wage and benefit administration.
- Five (5) years of supervisory experience.
- Master's degree preferred.
- Must have SPHR, SCP-SHRM, or equivalent professional HR credentials, or be able to certify within 12 months of appointment.

All parties interested in this position should have an application and/or resume submitted to <https://tn-oakridge.civicplushrms.com/careers/> by **12:00 noon, Friday, January 6, 2023.**

THE CITY OF OAK RIDGE IS AN EQUAL OPPORTUNITY EMPLOYER INCLUDING THE DISABLE