

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Human Resources Director
DEPARTMENT: Administration
REPORTS TO: City Manager

SALARY GRADE: 25
FLSA STATUS: E
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

This position acts as the City's personnel expert. This position is responsible for recruiting and advertising for positions, ensuring the City is in compliance with federal and state personnel laws, maintenance of employee personnel records and files, and conducts classification and compensation analyses and surveys.

ESSENTIAL JOB FUNCTIONS:

Receive, review and when appropriate consult with the City's attorney to make sure that all disciplinary actions are appropriate before forwarding to City Manager.

Reviewing all Federal, State, and local laws to ensure that personnel activities are appropriate.

Negotiate for various benefits and employee services, through the City's insurance broker.

Conduct interviews for all vacant positions.

Advise employees and Department Heads on personnel issues.

IMPORTANT JOB FUNCTIONS:

Develop recruitment strategies and attend job fairs.

Conduct annual reclassification. Classify all new positions for appropriate grade and salary.

Attend regular meetings representing the City.

Oversee Health and Wellness program.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General office equipment

Video equipment periodically

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Human Resources Management, Public Administration, or a related field; and,

Seven to ten years of progressively responsible related experience; or,

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

International Public Management Association for Human Resources Certified Professional

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

FLSA regulations, FMLA, COBRA, and EEOC requirements and all applicable labor laws.

Compensation and benefits administration, recruiting processes, employee relations, and training techniques.

Worker's compensation requirements, health and safety rules and regulations.

Human resources policies and practices.

Applicable state, federal and local ordinances, codes, laws, rules and regulations.

Benefits administration.

All applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Local, state and federal laws and current city ordinances.

Skill in:

Providing guidance to supervisors, managers, and other department staff regarding human resources issues.

Using tact, discretion, initiative and independent judgment within established guidelines; maintaining confidentiality.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate policies, procedures and protocols.

Communicating orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to grasp, handle, or feel objects; reach with hands and arms; speak and hear; read and write; keyboard.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.