

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE:           DIRECTOR OF HUMAN RESOURCES**

---

### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform executive management work for the District's human resources programs and operations. Work involves planning, directing and administering a comprehensive human resources management program, which includes human resources administration, labor relations, employment, and education and training. Positions in this class advise executive management on human resources issues; manage assigned staff and resources; and monitor and evaluate programs to ensure compliance, effectiveness and efficiency. Classification typically reports to the Chief Administrative Officer.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Plans and directs the District's human resource programs and services, including classification, compensation, recruitment, selection, training, benefits and labor relations.

Performs strategic planning for human resources programs; establishes goals, objectives and work plans; develops, designs and implements new policies, training programs, processes and procedural instructions; allocates staff and resources; monitors and evaluates programs, services and operations; assesses effectiveness and performance; and identifies and implements changes to maximize use of resources, achieve goals and objectives and better serve the District and its employees.

Directs the implementation, administration and/or evaluation of existing District human resources programs, policies, procedures and processes; ensures activities adhere to applicable local, state and federal regulations, and District policies and procedures; reviews and approves personnel actions, recruiting activities and decisions, significant disciplinary actions and training; and provides guidance and direction regarding difficult operational and administrative issues and concerns.

Develops, reviews, evaluates and approves labor relations strategies, policies and objectives; reviews and approves labor relations decisions, actions and settlements; directs contract and pension negotiations, and reviews and provides final interpretation of collective bargaining agreements.

Serves as consultant to the Chief Operations Officer, Chief Administrative Officer, Chief Executive Officer, and other District managers regarding human resources management issues; provides information and strategic consultation in employment law and litigation; interprets policies and regulations; advises on best practices; and identifies human resources needs, trends and strategic issues.

Reviews and approves CHRO complaint responses; provides consultation on Affirmative Action Advisory issues; and serves as advisor to Affirmative Action Advisory Committee.

Administers employee medical benefits, insurances and defined contribution plans; serves as HIPPA Privacy Officer; and coordinates administrative activities with insurers, vendors, and benefit representatives.

Supervises human resources staff; appoints candidates from approved eligibility lists; enforces safe work practices; approves employee performance evaluations; counsels employees; administers union contract language, oral and written warning and suspense; and recommends higher level discipline and other personnel actions, such as reclassifications.

Manages assigned financial resources; oversees operating and capital budget development; presents budget recommendations for employee benefits and pension plans; requests; controls expenditures and ensures compliance with fund allocations; approves fund transfers for consideration by the Finance Department; and prepares and/or reviews financial reports.

Coordinates District goals, objectives and activities as a member of the top management team; recommends District administrative and governing policies; establishes and maintains effective working relationships with other departments, board, agencies, and professional organizations.

Oversees the preparation and distribution of operating, statistical and regulatory reports for assigned programs and operations; and directs the establishment and management of department records, files and databases.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in human resource management, labor relations, or a related field; Master's degree preferred; supplemented by minimum ten (10) years of progressively responsible human resources management experience, including three (3) years at the senior management level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must have a valid driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data and/or information involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

**Human Interaction:** Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

## ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*