



JOB DESCRIPTION

TITLE: Human Resource Director
DEPARTMENT: Human Resources
GRADE: 22
FLSA: Exempt
EEO DESIGNATION: Officials Administrators
REVISION DATE: 06/20/2017

POSITION SUMMARY

This position is an appointed position and is exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

The Human Resource Director reports to the City Manager, acts in a senior level, generalist capacity to advise departments on all employee personnel matters. Assumes full technical responsibility for unusually complex personnel projects, studies, policies or programs. Demonstrates advanced knowledge and effectiveness in all human resource disciplines. Oversees the operation and function of all human resource department staff.

ESSENTIAL FUNCTIONS:

- Represents the City in discussions with employee groups and departments.
- Prepares, administers and interprets employee personnel policies and procedures.
- Consults with the City Manager, department directors, employee representatives and other on matters related to policy interpretation, discipline, grievances, and other personnel practices and problems.
- Develops and administers the City's recruitment, selection, promotion and evaluation programs.
- Oversees the salary and benefit surveys and makes salary and benefit recommendations.
- Maintains basic knowledge of laws and regulations that pertain to employment, ADA, AA, FMLA, EEO, Title VII, Workers Compensation, COBRA, etc.
- Interacts with and counsels employees on job-related problems, appeals and grievance rights, and other issues of general concern.
- Oversees and conducts employee investigations – harassment and disciplinary.
- Designs and implements employee training and development programs.
- Ensures compliance with federal and state laws.
- Manages or directs city projects or programs as assigned by the City Manager. Researches and makes recommendations on special topics.
- Ability to manage stress, handle multiple tasks, analyzes issues, solve problems and exercise sound judgment.



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- Strong interpersonal skills including objectivity, confidentiality and integrity.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

The Human Resource Director shall be appointed on the basis of their ability, integrity, and prior experience relating to the duties of the office, but not limited to, abilities in human resource management and public administration. The Human Resource Director shall also possess such managerial capabilities that will provide professional support and direction to Draper City. It is highly desirable that the Human Resource Director has a bachelor's degree from an accredited college or university in human resource management, business administration, public administration or closely related field and five years professional experience in human resource management. PHR, SPHR, SHRM, IPMA or other applicable professional certification is preferred. This position requires a valid Utah Driver's License at the time of appointment.

KNOWLEDGE, SKILLS AND ABILITIES

1. Advanced knowledge of human resource management principles, methods and techniques, and ability to apply these in a quality-oriented environment. Ability to resolve highly complex issues; develop and communicate new policies and procedures.
2. Current private and public sector management methods, practices and regulations; application of theories/organizational management to a governmental entity; knowledge of human resource laws and regulations, including but not limited to Equal Employment Opportunity, Civil Rights Act – Title VII, Fair Labor Standards Act, Age Discrimination in Employment Act, Americans with Disabilities Act, Family Medical Leave Act and other personnel related laws concerning public sector human resources/benefits administration; computer capabilities and applications; word processing, databases, HTML, spreadsheets and document imaging software.
3. Responsibility for making decisions affecting the activities of people, including worker motivation and satisfaction; working credibly with confidential records;
4. Ability to communicate effectively in English, both verbally and in writing.



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WORKING CONDITIONS AND PHYSICAL DEMANDS:

Comfortable working conditions, handling light weight, intermittent sitting, standing and walking. Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. Works with computers and other electronic tools in accomplishing tasks. Occasionally lifts or otherwise moves objects weighing up to 25 pounds; drives a motor vehicle. Considerable exposure to stressful situations.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.