



## HUMAN RESOURCES DIRECTOR

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**Title:** Human Resources Director  
**Dept:** Human Resources  
**Status:** Exempt  
**Representation:** Confidential

**Description of Essential Functions:** This position works under the broad policy guidance and direction of the Chief Administrative Officer. The Director exercises supervision over staff as assigned. This position is responsible for the overall effectiveness of Human Resources Department programs, activities and functions, consistent with the City's mission and values.

*Human Resources Director:* The Director is accountable for the development and implementation of major personnel programs and for advising the Chief Administrative Officer and other Department Directors on matters pertaining to personnel management. The Director maintains a compensation and benefits program which meets the needs of the City and employees; administers the unemployment and workers compensation programs; provides for a fair and equitable recruitment and hiring process; coordinates the imposition of discipline and works to ensure evenhandedness and proper documentation; assists department directors and supervisors in performance management, training and standardization of processes; develops, maintains and enforces personnel policies and procedures; provides staff support for the Civil Service Commission and LEOFF Disability Board; provides information, recordkeeping and reporting for all employees' health and welfare benefits; maintains personnel records and provides for proper retention and destruction of records in accordance with state and federal regulations; and works to ensure compliance with local, state and federal laws, rules and regulations that affect City employment, including but not limited to, FLSA, WLAD, ADA, FMLA, WISHA and workers compensation.

The Director manages the labor and employee relations of the City; manages daily contract administration; assists in drafting contract language and works in an advisory and administrative capacity for the formulation of the overall labor policies and strategies of contract negotiations. The Director coordinates and manages PERC issues, litigation preparation and prevention, works with insurance companies, unions, guilds and other state employment agencies.

The Director oversees the employee relations services and conducts or coordinates interventions and investigations; oversees the performance management process and the imposition of all levels of discipline. The position administers the drug/alcohol testing program and the employee assistance program.

The Director works to foster positive employee relations, and serves as a sounding board, counselor and/or independent party to issues. The incumbent works to ensure that rules, policies, procedures and regulations are enforced consistently, firmly, tactfully and impartially; and creates policies and procedures that abide by the legal requirements in the human resources field. This position interprets state and federal laws and relates those to procedural implementation and works to maintain compliance.

This position deals with case sensitive and occasionally controversial and highly emotional issues affecting the public, employees and administration of other departments. The work requires problem solving skills and may be required to develop creative solutions to funding challenges and other issues that affect the workforce. This position is responsible for producing statistical reports and analyses for trendsetting and benchmarking. The Director is expected to keep current on trends and new developments in the human resources field to help maintain an efficient and productive workforce.

This position requires the ability to interpret, evaluate and apply complex rules and regulations; to conduct research and analysis; and to effectively communicate, both verbally and in writing. This position requires working knowledge of federal and state laws and regulations, including a working knowledge of recordkeeping and reporting requirements. The Director is responsible for the preparation and maintenance of the Personnel budget.

**Additional Duties:** Other duties include but are not limited to, implementing cost control activities for the department, coordinating the development, preparation and administration of grants for the Human Resources department; preparing statistical, analytical and narrative reports, as required; acting as a liaison between departments on personnel matters; serving as a team leader; planning, coordinating, supervising and evaluating programs, plans, services, staffing, equipment and infrastructure of the department; studying and standardizing department policies and procedures to improve efficiency and effectiveness of operations; attends City Council, public, and other meetings on behalf of the City and the Department; and other tasks as assigned by the Chief Administrative Officer.

The Human Resources Director works regularly with diverse groups of people and organizations, including the City Council, Commission members, the public and other City employees. The Director is expected to respond to the public and other inquiries relative to the City's policies and procedures.

**Necessary Knowledge, Skills and Abilities:** Considerable knowledge of personnel law, practices and procedures applicable to a public setting; experience in traditional and/or interest based negotiations and collective bargaining procedures; skill in labor relations and working with employer, employees and representatives in a union environment; skill in resolving conflicts and gaining cooperation among competing interest groups; ability to provide leadership, counsel, motivation and constructive performance reviews to department staff, securing their respective commitments to the City's goals; ability to articulate and promote the City's goals and core values, to a diverse audience; skill in researching complex issues and developing recommended actions; ability to carry out assigned projects to their

completion; experience with the municipal budgeting process; experience in public sector payroll functions and benefits management. The ability to speak extemporaneously to large or small groups of people.

Skill in operating office tools and equipment and knowledge of general office practices and procedures. This position requires the ability to communicate effectively, verbally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public. It requires the ability to professionally deal with the public, staff members and other agencies on the phone and in person; and the ability to establish and maintain effective working relationships with the Mayor, department directors, employees, elected officials and the public.

**Minimum Qualifications:** Requires a Bachelor's Degree in business or public administration, personnel management, social sciences, or a related field; masters degree desirable; and a minimum of three years experience in human resources, communications, public relations, law or general personnel management to include a minimum of one year in the public sector, or an equivalent combination of education, training and/or experience.

Knowledge of Microsoft Office products required and Springbrook software desired.

**Licensing and Other Requirements:** Must have a current Washington State driver's license or evidence of equivalent mobility. Professional Human Resources or Senior Professional Human Resources certification desirable. Must be available to attend council meetings and participate in occasional evening or weekend meetings. Must have strong management, leadership and organizational skills.

**Work Environment/Physical Demands:** Work is generally performed in a normal office environment in front of a computer. May be required to sit for extended periods of time.

This description was prepared to indicate the general nature, kinds of activities, and levels of work difficulty typically required. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and/or qualifications required of employees assigned to this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position. Individuals may perform other duties as assigned.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The City of Milton is an equal opportunity employer and does not discriminate based on disability, race, gender, marital status, religion, age or ethnic origin.*

**This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and the requirements of the job change.**