

**MAJOR FUNCTION**

This is specialized professional and administrative work involving a comprehensive array of human resource programs, systems and functions. An employee in this class is assigned responsibility for designated major activities associated with one or more functional areas of the Human Resources Workforce Development (HRWD) Department. Functional areas include procurement, budget, payroll and personnel transactions, employee recruitment and retention, employee engagement, benefits, compensation, position classification, labor relations and safety. The employee is responsible for serving as a subject matter expert to other HRWD units, and as appropriate, to the City-wide organization. Incumbents are expected to work independently in carrying out designated responsibilities and varied assignments without detailed instructions. Work is subject to review by an administrative superior through reports, conferences, feedback from customers and observations of results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Handles the customary processes of major elements of one or more designated administrative, functional, or programmatic areas of the Human Resources Workforce Development Department under the direction of the principal to which full responsibility for the area has been assigned. (These areas may include classification and pay, drug and alcohol testing; employee benefits; planning and development, including personnel policies and systems orientation, performance and training management and rewards and recognition programs; administrative support systems; management information systems, and health and safety.) Processes personnel actions for assigned departments. Compiles and analyzes data for administrative decisions. Interprets established policies and procedures and provides information for the resolution of departmental problems. Monitors regulatory and legal changes applicable to assigned area, alerts those with a need to know of the changes and assists in developing compliance measures as applicable. Develops communication materials on matters relating to area(s) of responsibility.

**Other Important Duties**

Performs other work as required.

**Emergency Situations**

During an emergency situation, employees in this classification will be required to report and carry out duties as directed for the duration of an emergency. Depending on the nature of the emergency, this may require working around the clock for several days on short notice.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of the designated assigned area, including industry-wide accepted methods, laws, practices, and regulations. Ability to analyze facts and exercise sound judgment in arriving at conclusions and recommendations. Ability to maintain confidentiality. Ability to work independently. Ability to present facts and recommendations effectively orally and in writing. Ability to make public presentations. Ability to establish and maintain effective working relationships. Skill in prioritizing work assignments. Skill in the operation and use of associated databases, software programs and peripherals that are necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in human resources, business or public administration, marketing or a related field and one year of experience in human resources, marketing, personnel, program management, training and/or organizational development; or an equivalent combination of training and experience.

**MAJOR FUNCTION****Necessary Special Requirement**

Must possess a valid Class E State driver's license at the time of appointment. During an emergency situation, employees in this classification will be required to report and carry out duties as directed for the duration of an emergency. Depending on the nature of the emergency, this may require working extended hours for several days on short notice.

Established: 04-28-23