



## Town of Oro Valley Classification Description

Title: **HUMAN RESOURCES DIRECTOR**  
Job Code: 1610  
FLSA Status: Exempt

Department: Human Resources  
Salary Grade: 127

### **POSITION SUMMARY:**

Member of executive leadership team and an integral part of the management and team deliberations that run the Town. Directs, oversees and administers human resources functions including employee and labor relations, policy and procedure development and compliance, recruitment, compensation, employee training and development, employee health and wellness benefits, and safety and risk management. Serves as a consultant for supervisors and employees, and partners with other internal departments and external agencies in providing highly responsible, complex administrative and leadership services.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Provides leadership and direction to management in staffing, planning and prioritizing tasks, formulating and ensuring policy and procedure compliance, recommending changes, overseeing strategic planning initiatives, conducting research, reviewing legislation and court rulings, and monitoring staff development.
- B. Develops, interprets and applies human resources policies and procedures, and serves as an advisor and internal consultant to employees, supervisors, directors and the town manager in application of policies including conducting internal investigations and assisting in grievance resolution.
- C. Performs administrative functions on behalf of the Town's self-insured medical and prescription plan and complies with the Town's HIPAA Privacy Policies and Procedures, especially as it pertains to use and disclosure of Protected Health Information.
- D. Serves at the Town's HIPAA Privacy Officer.
- E. Designs, implements, administers and communicates the Town of Oro Valley recruitment and selection programs, employee and labor relations, training and development, performance management and employee health, safety and risk management programs.
- F. Develops performance goals and measures for the human resources department that align with the strategic plan, forecasts and prepares the department recommended budget, monitors expenses and program goals and modifies these as required to ensure achievement.
- G. Conducts studies, analysis, prepares and communicates staff reports on personnel and employment matters for use by management and elected officials.
- H. Represents the human resources department in regional, civic and intergovernmental matters.

- I. Selects, trains, motivates and evaluates staff; preparing employees for advancement opportunities or working with employees to correct deficiencies; implementing discipline or termination procedures if necessary.
- J. Plans, directs and provides oversight of the compensation and benefits plans by creating and updating current pay plans, researching and analyzing compensation practices, evaluating and classifying positions, and recommending and administering employee health and wellness programs in coordination with benefits or human resources consultants.
- K. Plans, develops and directs implementation of complex projects and new programs as required.
- L. Participates in management negotiation committee in any meet and confer process with labor organization negotiating committees.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable Town, State and Federal statutes, ordinances, codes, rules and regulations governing human resources.
- Skill in managing and supervising staff at all levels.
- Skill in applying knowledge of personnel, employee relations, workers' compensation and health and safety principles at an expert level.
- Ability to apply knowledge of strategic planning and budgeting principles.
- Ability to use personal computer hardware and software at an expert level to complete all duties and responsibilities.
- Skill in interpreting and applying relevant Town, State and Federal statutes, ordinances, codes, rules and regulations governing human resources.
- Skill in assessing and prioritizing multiple tasks, projects and demands at a highly proficient level.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Ability to handle confidential information appropriately.
- Skill in negotiating and working with labor organizations.

### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Human Resources Management, Business Administration or related field is required. Master's degree and professional certification preferred.
- Ten (10) years' experience in human resources, classification, compensation and/or recruitment, including five (5) years at a managerial level; **OR** an equivalent combination of education and experience.
- Experience in the public sector preferred.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is primarily performed in an indoor, office environment.