



City of Phoenix

DEPUTY HUMAN RESOURCES DIRECTOR

JOB CODE 05400

Effective Date: Rev. 10/13

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to plan, direct, and manage a major division or function of the Human Resources Department, such as Employment Services, Support Services, Labor Relations or Benefits, which provide human resource services to City management and departments Citywide. Functional areas managed include recruitment, pre-employment testing, position control, placement and records, employee training and development, employee suggestion program, and classification, compensation, labor relations, and benefit programs. Supervision is exercised over Human Resources Supervisors, Human Resources Analysts, Benefits Analysts, and other senior level professional staff, who direct various sections in day-to-day operations. The Deputy Human Resources Director exercises considerable initiative with wide latitude for independent judgment. Responsibility further includes evaluation and development of recommendations to improve Human Resources administration, procedures, policies, and programs. Unusual problems and major changes in programs or policy are discussed with the Human Resources Director or other executive human resources professional and work performance is evaluated on the basis of results achieved.

ESSENTIAL FUNCTIONS:

- Plans, organizes, and directs the staff and activities of a major human resources division or function, such as Employment Services, Support Services, Labor Relations, and Benefits;
- Develops and implements programs, policies, and procedures for assigned division and as a team member in broad program areas;
- Advises and consults with City management, labor representatives, employees, retirees, and representatives of other jurisdictions regarding a variety of human resources actions, laws, programs, and services;
- Monitors legislation and labor union agreements and develops policies, programs, and procedures to ensure compliance with federal, state, county, and local laws, regulations, and agreements;
- Oversees budget preparation, presents justification for budget requests, and monitors budget expenditures for operational efficiency;
- Plans for existing and future staffing, equipment, and materials needs;



City of Phoenix

- Performs contract administration duties, including evaluating proposals and bids, negotiating and recommending contract terms, evaluating performance, and ensuring compliance with contract agreements;
- Writes or directs the preparation of comprehensive management reports;
- Participates and leads various interdepartmental project groups, special projects, and task forces;
- Researches and responds to questions or problems raised by City Council and City Manager staff, other City departments, outside agencies, and the public;
- Maintains liaison and consults with the Law Department and retained legal counsel regarding employment and labor laws and other human resources issues;
- Supervises and participates in a variety of studies involving City departments, other public jurisdictions, and private employers;
- Serves in the role of the Safety Administrator as an ex-officio member in the evaluation and determination of cases before the City of Phoenix Employees' Retirement System's Disability Assessment Committee;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of human resources administration, municipal budget and finance, public administration, governmental organization, and labor relations.
- Principles and practices of job evaluation systems, and compensation and benefits administration.
- Selection tools used to measure and evaluate applicants.
- Principles of training program development, curricula design, group dynamics, and organizational analysis.
- Merit system principles and their application to the administration of position control, employee recruitment and selection, and position classification and pay plans.
- Statistical concepts and research methods used in human resources administration.
- Federal, state, and local statutory and case law and regulations applicable to human resources management.



City of Phoenix

Ability to:

- Perform a broad range of management responsibility over supervisory, professional, paraprofessional, and administrative support personnel.
- Provide leadership in implementing City and department policies and programs.
- Analyze, interpret, and apply relevant applicable Federal, State, and City laws, rules and regulations.
- Analyze personnel related case law and modify practices.
- Establish and maintain cooperative working relationships with City management staff, labor organization representatives, other City employees, and the public. Analyze labor relations issues and propose alternative strategies.
- Plan, design, and implement a wide variety of programs and services for diverse employee groups.
- Communicate in the English language with customers, clients, and the public using a telephone or in a one-to-one or group setting.
- Produce technical and non-technical written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of professional experience in human resources including three years in supervising professional public human resources staff and a bachelor's degree in human resources, public, or business administration or a related field. IPMA-CP or CS or SHRM PHR or SPHR certification is desirable. Other combinations of education and experience that meet the minimum requirements may be substituted.