

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Deputy Human Resources Director</b>	<b>CLASS CODE:</b>	<b>246</b>
<b>REPORTS TO:</b>	<b>Human Resources and Risk Management Director</b>	<b>GRADE:</b>	<b>35</b>
<b>DEPARTMENT:</b>	<b>Human Resources</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB SPECIFICATION DATE: June 2, 2010 cm</b>			

**JOB SUMMARY**

Provides complex staff assistance to the Human Resources Director in the management of a comprehensive human resources program and/or division. Plans, organizes, and directs the activities and staff of a functional division in the Human Resources Department.

**ESSENTIAL FUNCTIONS**

1. Reviews and evaluates the effectiveness of human resources programs and activities.
2. Develops and submits new human resources policies and procedures to enhance organizational effectiveness.
3. Provides guidance and expertise on human resources research projects and other studies.
4. Provides accurate information to difficult human resources questions from federal and state agencies, City Council, senior management and department heads.
5. Monitors and advises the Human Resources Director on human resources trends and issues.
6. Meets with department heads, line managers, employees, and the public to discuss human resources matters.
7. May review and approve personnel actions.
8. May act as Human Resources Director in his/her absence as assigned.

**SECONDARY FUNCTION**

9. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES**

**Knowledge of:**

Techniques and objectives of a comprehensive human resource program  
Principles and practices of human resources related to the public sector  
Statistical concepts and methods used in personnel processes and transactions  
Federal, State and Local employment laws and statutes and guidelines applicable to employee relations practices  
Local government organization structure and staffing requirements

**Skill in:**

Using a Human Resource Information Management System

**KNOWLEDGE, SKILLS, ABILITIES (con't):**

**Ability to:**

- Effectively supervise, train and develop staff
- Identify and respond to public, City Management and City Council issues and concerns
- Communicate effectively verbally and in writing
- Read and comprehend a variety of employment law source documents
- Effectively administer related human resource programs
- Establish and maintain effective working relationships with subordinates, superiors, and associates

**WORKING CONDITIONS**

Office setting.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Business Administration, Public Administration, Human Resource Management or a related field and five years of progressively responsible professional level experience in public sector human resources administration, including two years of supervisory experience.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities, is qualifying.

**SPECIAL REQUIREMENTS**

Valid Arizona driver's license