

CITY OF DALY CITY
DUTY STATEMENT
EXEMPT POSITION

HUMAN RESOURCES DIRECTOR

THE POSITION

Under the direction of the City Manager, the Human Resources Director plans, organizes, and directs the City's Civil Service System, and is responsible for the testing, recruiting, and placement process. Coordinates, directs, and personally participates in the City's employee relations program; serves as Hearing Officer for employee administrative appeal hearings; researches, recommends, and processes action on employee disciplinary matters; implements Affirmative Action Program; administers Federally funded employment programs; administers the employee benefits program; enforces the Rules and Regulations of the Classified Service; serves as principal staff member to the Personnel Board; supervises professional and clerical staff and oversees daily Human Resources Department activities.

QUALIFICATIONS

The Human Resources Director should have knowledge of the principles and practices of public human resources administration and should be knowledgeable about functional areas within the personnel field, with emphasis on employee relations and conduct of administrative appeal hearings. The individual should possess the ability to establish and maintain effective working relationships with all levels of management, and with the public; and should be able to present effective written and oral reports and presentations.

The position requires a Bachelor's Degree from a college or university with a major in Public Administration, Business Administration, Personnel Management, or a related field; plus 5 years of progressively responsible personnel management experience, desirably in a city or county agency.