



City of Tempe

HUMAN RESOURCES DIRECTOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	017	<i>Department:</i>	Human Resources
<i>Supervision Level:</i>	Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

****This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

REPORTING RELATIONSHIPS

Reports to and is directly supervised by the Deputy City Manager – Chief Financial Officer (CFO).

Exercises direct, technical and functional supervision over management, supervisory and line level staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Eight (8) years of experience in human resources management, including three (3) years of supervisory responsibility in Human Resources or directly related to the core functions of this position. Public Sector experience is preferred.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in human resources, psychology, public or business administration or degree related to the core functions of this position. A master's degree is preferred
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of a valid driver's license. ● IPMA-HR, SHRM, HRCI or other professional HR certification is preferred.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, direct and review the activities and day to day operations of the Human Resources Department including employee relations, labor relations, recruitment and selection, classification, compensation, benefit administration, employee development, and administration of HR polices citywide. To coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support and technical advice to the Deputy City Manager - CFO and senior City management.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Work with the development, planning, and implementation of department goals and objectives and recommend, implement, and administer policies and procedures for the Human Resources Department;
- Administer, plan, and direct the activities of the following divisions/sections/programs: Employee Services, Benefits, and Employee Development;
- Participate in the development of the Department work plan; assign work activities, projects and programs; monitor workflow; and review and evaluate work products, methods and procedures;
- Develop and oversee administration of the Human Resources budget; forecast funds needed for staffing, equipment, materials, and supplies; and monitor/approve expenditures;
- Oversee the development and administration of the classification and compensation plans, employee benefits programs, recruitment and selection processes, and performance management programs;
- Participate in the administration, operation and maintenance of the City's Human Resources Information system (HRIS) and oversee the maintenance and retention of Human Resources records and the responses to Public Records Requests;
- Participate on a variety of committees; attend and participate in professional groups; and prepare and deliver presentations before the City Council and other boards, commissions and community organizations;
- Advise and assist employees, supervisors and management in a variety of personnel matters including the interpretation and application of personnel policies and MOU's, and the processing of employee grievances;
- Lead the City Manager's initiative to provide focused learning experiences and resources to improve performance and maximize leadership in the workplace;
- Review and analyze reports, state and federal legislation, court cases, and related personnel matters;
- Facilitate the resolution of employee relation issues as well as represent the City in matters of concern to associates representing City employees;
- Oversee and participate in the negotiation of contracts with employee groups and a variety of vendors and service providers;
- Provide pro-active performance planning utilizing performance management tools;
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- May lift and carry materials weighing up to 25 lbs.;
- May work in a stationary position for considerable periods of time;
- Operate computer, telephone, calculator, copy machine, and other office machines;

- May require extensive reading and close vision work;
- Continuous and repetitive arm, hand and eye movement;
- May require working extended hours;
- May work alone for extended periods of time;
- Work is performed in a general office environment with moderate noise;
- May travel to/from meetings and various locations.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Revised February 1993

Revised May 2001

Revised July 2002 (Range Changed)

Revised August 2010 (update essential functions and job title)

Revised September 2014 (job title change)

Revised November 2019 (job duties & MQs)

Revised June 2021 (reorg to HR Department; job title change, updating MQ's, and job duties)