



Unified Police Department Job Description

Job Title:	Human Resources Director	Reports To:	Chief of Police
FLSA Status:	Exempt	Division/Department:	Administrative Services
Pay Grade	Grade 38 \$109,629 to \$164,684		

JOB SUMMARY:

This position, under broad policy guidance and direction from the Chief of Police and the Unified Police Department Board, ensures proper administration of the human resource affairs of the Unified Police Department including, classification, compensation, policy administration, recruitment and selection, employee relations, benefits, compliance with federal and state statutes including FLSA, EEO and affirmative action, FMLA, ADA, and Workers Compensation.

ESSENTIAL FUNCTIONS:

- Administers Human Resource Management functions.
- Recommends, develops, and implements policies to meet the mission and goals of the Unified Police Department while keeping within applicable statutes and regulations.
- Oversees the maintenance of the classification and compensation system.
- Conducts wage and benefits studies to evaluate equity and market competitiveness.
- Directs overall performance evaluation program.
- Monitors leave and overtime practices, monitors employee pay progression and seniority based upon established policy and practices.
- Approves payroll transactions and manages records related to insurance, pension plans, and payroll and human resource transactions such as hires, promotions, transfers, performance review and terminations.
- Ensures confidential human resource records systems are accurately maintained and secured. Oversees the administration of effective recruitment, testing, and selection programs.
- Determines testing procedures, prepares eligibility lists, develops and oversees new hire procedures, coordinates with POST, Peace Officer Merit Commission and/or Career Service Council and policies for hiring, promotional testing, and/or appeal issues.
- Administers Grievance Process and oversees general employee relations processes. Works with employee groups.
- Confers with and advises division managers on complex human resource related matters.
- In coordination with Legal Counsel and Finance, oversees the acquisition of liability, property, and employee fidelity and health insurances with insurance brokers, insurance companies and risk retention groups.
- Acts as benefit plan administrator.
- Reviews and researches changes in IRS rules and regulations affecting benefit operations and programs with advice of contracted benefits broker or insurance pool.
- Solicits legal opinions in matters of liability. Investigates alleged violations of law and human resource related regulations and policies.
- Coordinates risk management program and develops and updates policies to minimize liabilities.
- Oversees administration of drug and alcohol testing and Workers Compensations and safety programs.
- Prepares annual division budget.
- Reviews and manages staff performance and makes decisions affecting job retention, advancement and discipline.
- Participates in the recruitment and selection of department staff.
- Meets with management staff to identify and resolve problems.

EXPERIENCE/EDUCATION REQUIREMENTS:

- A master's degree in human resources management, Business or Public Administration, or other closely related field, **plus** four (4) years of professional experience in human resource administration, preferably in public sector human resource management.

Or

A Bachelor's Degree in Human Resources Management, Business or Public Administration or other closely related field, **plus** six (6) years of professional experience in human resource administration, preferably in public sector human resource management.

Or

An equivalent combination of directly related education and experience.

- SHRM CP or SCP is preferred

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Strategic leadership skills in aligning HR initiatives with long-term organizational and public safety mission goals
- Crises' management in remaining calm, organized and decisive when handling sensitive, confidential, and critical HR matters under pressure
- HR policies and procedures in regard to working in a local government / public safety environment.
- Labor laws to include, but not limited to: Title VII, FLSA, ADA, FMLA, etc.
- Conflict resolution to manage disputes, mediate disagreements, and maintain employee trust
- Compensation and classification
- Benefits administration
- Communication principles, methods and techniques
- Workers Compensation
- Recruitment practices
- Testing procedures

Skills and Abilities to:

- Possess excellent analytical and communication skills.
- Manage a budget
- Present HR related ideas to staff and various boards
- Possess and apply good organizational skills
- Relate to individuals of diverse social, economic and ethnic backgrounds
- Work with employment organizations
- Conduct and document internal investigations related to workplace misconduct, such as harassment, discrimination, and policy violations.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work is performed primarily in an office setting. The incumbent is regularly required to sit and talk or hear, use hands to use keyboards, handle, feel or operate office equipment such as computers and copiers, tools, or controls; and reach with hands and arms; walk and stand, occasionally lift and/or move up to 25 pounds. Mental application utilizes memory for details, verbal instruction, emotional stability, discriminating thinking and creative problem solving.

IMPORTANT INFORMATION REGARDING THIS POSITION

This is an exempt position and may require working various hours, as is needed by the office.

Revised Date/Consultant's Initials: (mm/dd/yyyy, initials)

Supervisor Approval:		Date:
HR Approval:		Date: