

## **CLASS TITLE: PERSONNEL DIRECTOR**

**PURPOSE OF THE CLASSIFICATION:** Under direction of the Civil Service Commission on Merit issues, as defined by the Tulsa City Charter and the Mayor's Office for all non-merit issues, performs work related to administration of the City's Merit System and related Human Resources programs in accordance with and as established by the City Charter, applicable statutes, ordinances, rules, policies and management directives including strategic human resource planning, management of all aspects of the employee relations process and programs to promote and foster organizational skill and leadership development and recruit and retain the most qualified personnel available for employment with the City and other related duties.

### **ESSENTIAL TASKS:**

- Administers the Merit System as defined by the Charter in Article X, Section 1.1
- Certifies candidates for original appointment or promotion within the classified services of the City of Tulsa
- Ensures original certifications, appointments and promotions shall occur based solely on merit and fitness as determined by competitive procedures and that such processes are not impacted by or due to political influence
- Monitors the classified and unclassified services of the City of Tulsa and ensures that all persons are properly included as members of the classified services, except as specifically provided within the City Charter
- Participates in and/or provides the Commission with input related to the Civil Service resolution management processes relating to merit grievances and appeal and discrimination cases
- Receives requests from employees for Civil Service Commission hearings of merit grievances and appeal and discrimination cases
- Ensures proper notifications and posting of hearings to be conducted before the Civil Service Commission
- Advises and/or makes recommendations to the Civil Service Commission and Mayor on merit or case resolution related issues or needed changes in related policies, procedures and processes based on legal or City operational and efficiency considerations
- Prepares and/or participates in the development and presentation of proposed merit, discipline and grievance resolution policies and procedures to the Civil Service Commission for approval as required
- Develops progressive and proactive compensation and benefits programs to provide motivation, incentives and rewards for effective performance
- Develops appropriate policies and programs for employee relations, affirmative action, sexual harassment, employee complaint resolution, succession planning and career development
- Enhances and/or develops, implements and enforces human resources policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the City, including managing the human resource information systems database and necessary reports for critical analysis
- Maintains knowledge and understands the differences of municipal and state policies and programs and coordinates the appropriate integration of all such programs, advising and making recommendations to the Mayor, Civil Service Commission, Management Team and City Council on personnel and other human resources matters
- Maintains compensation and classification plans and managing the budget and other financial measures of the Human Resources Department
- Conducts or directs special studies or projects as required by the Civil Service Commission or the Mayor
- Supervises the certification of candidates for original appointment or promotion for Tulsa Fire Department sworn positions
- Plans, directs and/or participates in the development, recommendation and maintenance of a comprehensive Affirmative Action plan for the City of Tulsa
- Reports to work on a regular and timely basis.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business, human resources or public administration, social or behavioral science or a closely related field and twelve (12) years or a master's degree and ten (10) years of progressively responsible human resource experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of modern principles, methods and techniques of public human resource administration including knowledge of employment, recruitment processes and associated legal requirements; considerable knowledge of resolution and grievance management practices, classification methodologies and related human resource programs; and considerable knowledge of the principles of test and measurements, test validation and associated laws. Ability to develop long-term programs and policies and to evaluate program objectives; ability to respond effectively to sensitive inquiries or complaints; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 60 pounds; frequent carrying, pushing and pulling up to five pounds with occasional carrying, pushing and pulling up to 60 pounds; may be subject to walking, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of Senior Professional in Human Resources Certification (SPHR) preferred; and possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; and may be subject to working more than forty (40) hours per week.

**Class Code: 1021**

**EEO Code: E-01**

**Pay Code: EX-60**

**Group: Clerical and Administrative**

**Series: Personnel Management**

**Effective Date: February 14, 2011**