

**CITY OF AURORA  
JOB DESCRIPTION**

**JOB CODE: 291  
SALARY GRADE: E15  
EFFECTIVE: 8/17/2017**

**DIRECTOR-HUMAN RESOURCES**

**Definition**

Subject to administrative approval of the Mayor, plans, directs and coordinates the activities of the Human Resources Department comprised of professional, technical and clerical staff engaged in a variety of human resources management activities; develops and implements department goals, policies, and procedures within the parameters established by the Mayor and City Council. Plans, develops, maintains, and administers various citywide personnel policies, programs, and services.

**Equipment/Job Location**

The noise level in the work environment is usually moderate. The position requires the use of various office equipment including a computer, telephone, copy machine, and fax machine. Normal office environment where there is no physical discomfort or exposure to hazards.

**Essential Functions of the Job**

1. Develops and implements programs to improve employee effectiveness, including training, safety, counseling, and welfare.
2. Performs periodic personnel studies, including position audits, record reviews, and data analysis to propose classification amendments in the form of new and revised classification specifications.
3. Oversees the maintenance of a comprehensive employee personnel records system, processing all new employees to establish employment records.
4. Performs periodic salary surveys to recommend and document needed Pay Plan adjustments to the City Council.
5. Oversees recruitment of prospective applicants for position openings.
6. Negotiates labor contracts; counsels management in the administration of such contracts; participates in grievance and arbitration proceedings; represents management in suspension and discharge proceedings.
7. Oversees administration of employee benefits programs, such as medical and dental insurance; performs studies to determine appropriate employee contribution levels to those plans.

## **Director-Human Resources**

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8. Negotiates contracts with third party administrators.
9. Oversees communication with and interacts with outside labor counsel and health care professionals.
10. Works directly with the law department to resolve legal matters relating to all aspects of human resources issues.
11. Oversees the area of risk management.
12. Administers and maintains an employee performance appraisal program for the City of Aurora.
13. Coordinates unemployment insurance and workers' compensation claims.
14. Performs other duties assigned as related to the position.

### **Required Skills and Knowledge**

Requires extensive knowledge of position classification, salary surveys, and the development of Pay Plans, and labor relations counseling.

Requires extensive knowledge of municipal government organization, policies and functions, and local and state laws affecting the activities of municipalities.

Requires extensive knowledge of public administration, including personnel, labor relations, and public relations.

Requires working knowledge of the theories and concepts of collective bargaining, and the interpretation and application of contract language.

Requires the ability to make comprehensive analyses and evaluations of organizational and administrative problems.

Requires the ability to originate correspondence and reports that contain clearly and concisely written concepts, analyses, and conclusions.

Requires the ability to handle controversial situations in a tactful and diplomatic manner.

Requires the ability to apply and interpret pertinent laws, ordinance, policies, and practices as they affect departmental operations.

### **Qualifications for Hire**

Bachelor's degree from four-year college or university; or four to five years related experience and/or training; or equivalent combination of education and experience.

Two years of supervisory experience.

Valid driver's license is required.