

**CITY OF AURORA
JOB DESCRIPTION**

**JOB CODE: 258
SALARY GRADE: E16
EFFECTIVE: 5/1/2019**

**ASSISTANT DIRECTOR OF HUMAN RESOURCES-EMPLOYMENT & LABOR
RELATIONS**

Definition

Under general supervision of the Director of Human Resources or designee, the Assistant Director is responsible for the direct oversight of employment and labor relations. Also responsible for overseeing employee recruitment, applicant screening, and the selection process. The Assistant Director assists with the oversight of human resources programs in accordance with all applicable labor agreements, state and federal laws, City ordinances, HR practices, and professional standards. Responsible for overseeing the application of the Human Resources Information System (HRIS) and other technical processes focused on department efficiencies.

Equipment/Job Location

Duties shall be performed in a normal office environment where there is no expected physical discomfort or exposure to hazards. Must be able to sit or stand for long periods of time. Operates a variety of equipment, including personal computer, photocopier, printer, telephone and facsimile machine. May be required to travel to other City locations and outside meeting locations.

Essential Functions:

1. Assist with establishing and implementing employment program policies and procedures (consistent with Civil Service rules, related affirmative action/equal employment opportunity legislation and labor contract provisions and professional standards).
2. Identify, analyze, and works to resolving employment issues relative to the recruitment, selection, and retention of qualified workers.
3. Provide related specialized expertise and/or consultation to policy-makers, managers, employees and applicants.
4. Research, recommend, and implement emerging technology in the area of Human Resources.
5. Serve as the liaison with the IT division to provide accurate resources to employees, make necessary equipment upgrades and adhere to Human Resource electronic regulations.
6. Oversee the computer systems that maintain the integrity of Human Resources data.
7. Plans, coordinates, and conducts recruitment/selection processes.
8. Assist with the development and administration of the City's classification and compensation programs and plans.

9. Develop and maintain classification specifications as well as establishing a system for periodically reviewing/updating classifications.
10. Work with departments/divisions to ensure staffing levels are appropriate and in accordance with the budget.
11. Assist in developing position descriptions and class specifications for new classifications. Recommend the appropriate salary range for new classifications.
12. Interpret the provisions and applications of duly authorized labor agreements and City Ordinances.
13. Assist management personnel in the administration of contract grievance procedures.
14. Provide consultation and advice to management on the administration of discipline
15. Assist with the evaluation and modification of department/division policies, procedures and programs that involve management-labor issues.
16. Investigate and report on employee misconduct and related employment issues.
17. Conduct compensation studies in preparation for collective bargaining with City employee unions, including the collection of comparable internal and external survey data.
18. Formulate, manage, and administer city policies to ensure compliance with the Fair Labor Standards Act and other legal and contractual obligations regarding employee wages, including but not limited to overtime and premium pay.
19. Evaluate sensitive employment issues (e.g., relative to criminal background, drug and medical reports, etc.) and recommend action.
20. Develop related systems and processes consistent with organizational needs and governing legislation.
21. Respond to HR related inquiries from City Departments/Divisions and the Mayor's office, providing consultation and advice as appropriate.
22. Represent the Human Resources Director at various meetings as assigned.
23. Direct the staff and functions of the Human Resources Department in the Director's absence and as assigned.
24. Additional duties as required or assigned.

Required Knowledge and Abilities

- 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 ability to utilize various computer software programs including but not limited to the Microsoft Office Suite.
- Requires ability to work effectively with statistical data, preparing analysis of data, drawing conclusions from such, and implementation of information drawn from such data.
- Requires ability to research, develop and implement up-to-date personnel programs and policies.
- Requires extensive knowledge of office management, practices, and procedures.
- Requires skill in decision making.
- Requires ability to supervise effectively.
- Requires ability to communicate effectively both in oral and written form.

- Requires ability to maintain satisfactory relationships with employees, officials and the public.
- Requires ability to maintain confidentiality in all aspects of work.

Qualifications for Hire

- Bachelor's degree in Human Resources, Psychology, Sociology or related field. SHRM and/or SHRM-SCP certification preferred.
- Six years' Human Resources experience and/or training.
- Requires a valid driver's license

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