

**CITY OF AURORA  
JOB DESCRIPTION**

**JOB CODE: TBD  
SALARY GRADE: E19  
EFFECTIVE/UPDATED: 7/13/2021**

**CHIEF HUMAN RESOURCES OFFICER**

**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**

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 of the Job**

1. Provides leadership to the HR function by developing an inclusive, diverse, service-focused and team-oriented departmental culture.
2. Lead policy development, programs and activities that promote workplace diversity and inclusion, as well as a positive employee relations environment.
3. Works closely with the Mayor and management to define, communicate and carry out the City's Human Resource's goals and to adopt best practices.
4. Ensure managers and supervisors are advised and trained as needed about applicable federal, state and governing laws and regulations.
5. Develops and implements programs to improve employee effectiveness, including training, safety, counseling, and welfare.
6. Identify opportunities to increase the satisfaction and retention of employees.
7. Evaluate current HR processes including recruiting and hiring process and support for agencies during these processes to identify opportunities for process improvements that will help achieve City goals.

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8. 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.
9. Oversees the maintenance of a comprehensive employee personnel records system, processing all new employees to establish employment records.
10. Performs periodic salary surveys to recommend and document needed Pay Plan adjustments to the City Council.
11. Negotiates labor contracts; counsels management in the administration of such contracts; participates in grievance and arbitration proceedings; represents management in suspension and discharge proceedings.
12. Oversees administration of employee benefits programs, such as medical and dental insurance; performs studies to determine appropriate employee contribution levels to those plans.
13. Negotiates contracts with third party administrators.
14. Oversees communication with and interacts with outside labor counsel and health care professionals.
15. Works directly with the Corporation Counsel and the law department to resolve legal matters relating to all aspects of human resources issues.
16. Administers and maintains an employee performance appraisal program for the City of Aurora.
17. Develop and administer the department's annual budget, work-plan and resources in an effective and efficient manner.
18. Coordinates unemployment insurance and workers' compensation claims.
19. Performs other duties assigned.

### **Required Skills and Knowledge**

- Requires a high-level professional expertise, assistance and advice for the Mayor, managers and Council in the analysis and resolution of human resource challenges and issues.
- 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.

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- 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 maintain respectful and effective relationships with City officials and employees, committee members, the media and public.
- 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 in Human Resources, Psychology, Sociology or related field. SHRM and/or SHRM-SCP certification is preferred.
- Ten years' Human Resources experience and/or training.
- Five years' supervisory experience.
- Requires a valid driver's license