**Human Resources Director**

211 West Aspen Ave., Flagstaff AZ 86001

<https://www.flagstaff.az.gov/Jobs.aspx?UniqueId=169&From=All&CommunityJobs=False&JobID=Human-Resouces-Director-1788>

**CITY OF FLAGSTAFF**

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona’s Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

**Date Posted: September 20, 2019**

**Vacancy No: 087-19-02**

**Position Title: Human Resources Director**

**Division / Section: Human Resources/Administration**

**Position Status: Full Time; FLSA Exempt; Benefit Eligible**

**Work Week: Monday – Friday; 8am-5pm**

**Salary Range: $112,551.09 - $128,545.25 Annually DOE**

**Closing Date: October 11, 2019**

**Team Flagstaff is seeking a highly customer service driven individual with an attention to detail and the ability to manage multiple priorities within various areas of a fast-paced environment. This individual must have the ability to build collaboration among their team and provide ongoing training and feedback in order to promote the HR Team’s goal of becoming the Business Partner.**

Actively supports and upholds the City’s stated mission and values. Performs professional personnel management and administrative work in planning and directing the activities of the City’s Human Resources Division and for performing complex and diverse activities involving organizational level initiatives, systems, and performance.

Under direct supervision of the Deputy City Manager, employees of this class are expected to exercise a high degree of independence, initiative, and professional expertise in the day-to-day management of the Human Resources Division and organizational development. Serves as an advisor in personnel matters to the Deputy City Manager and the City Manager. This position is responsible for the general supervision and administration of the Human Resources Division, interpretation and enforcement of the employee handbook, ordinances and policies and procedures relating to classification, compensation, benefits, recruitment, selection, training, and employee grievances and appeals. This position is also responsible for planning, developing and implementing employee training and organizational development programs and initiatives.

**ADMINISTRATIVE DUTIES**

* Supervisory: This job has full responsibility for supervision at the division level (hires, directs, schedules, transfers, promotes, rewards, disciplines, and terminates other employees).
* Budgetary: This job has full responsibility for budgeting at the division level (prepares, implements, and manages).
* Strategic Planning: This job has full responsibility for strategic planning at the division level (develops, implements, interprets, and manages long and short-term goals) at the division level.
* Policies/Procedures: This job has full responsibility for policies and procedures at the division level (develops, implements, and interprets policies and procedures).
* Compliance: This job has full responsibility at the division level (follows, assists in ensuring compliance with, and may enforce) Federal, State, and local laws, rules, and regulations, as well as City policies and procedures.
* Council Communications: This job has full responsibility for Council communication at the division level (makes recommendations and presentations, writes staff summaries, ensures performance measures are met, and balances needs with Council’s adopted priorities and direction).
* Reporting: This job has full responsibility for reporting to Federal/State/local agencies at the division level (ensures reporting requirements are met, trains others on reporting requirements and methods, and addresses discrepancies in reporting).

**EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

* Provides excellent customer service to both internal and external customers.
* Plans, develops, and directs the administration and operation of the Human Resources Division as well as the citywide organizational development efforts.
* Establishes and conducts reviews and analysis of new programs and techniques in the area of personnel management and makes any necessary changes to improve their effectiveness as it relates to the City.
* Consults with the Deputy City Manager and City Manager regarding personnel legal issues and makes recommendations to achieve resolution.
* Designs organizational development plans; conducts research; defines organizational needs; identifies opportunities for development; develops programs and initiatives to meet needs and/or further development; determines implementation methodology; identifies and obtains needed resources; and implements approved plans.
* Acts as a liaison between the Human Resources Division and other City divisions.
* Reviews and advises the City Manager regarding employee hires, promotions, demotions, suspensions transfers, merit increases, discharges, and disciplinary measures.
* Recommends to the Deputy City Manager and City Manager modifications to the personnel ordinance and administrative policies and procedures.
* Interprets and explains personnel rules and regulations to internal and external customers.
* Serves as staff liaison to the Personnel Board, Northern Arizona Public Employee Benefits Trust, Diversity Awareness Commission, Disabilities Commission, and the Employee Advisory Committee (EAC).
* Advises the City Manager and the Deputy City Manager of personnel matters and activities through oral and written reports.
* Advises and counsels employees on personal matters, work related problems, and personnel benefits, policies, and procedures.
* Administers and participates in recruitment openings, application screening, interviews, selection, and post hiring procedures, and has overall responsibility for those programs.
* Assures that personnel policies and actions comply with the City’s equal employment opportunity policy.
* Counsels divisions on proper testing procedures and applicability, and when warranted, monitors written and practical tests.
* Administers and participates in performing job audits and writing job descriptions, and conducts classification audits for possible reclassification of positions, and has overall responsibility to the City Manager for classifications and their reporting.
* Administers, participates, and has overall responsibility to the City Manager for annual salary surveys and reporting.
* Investigates and resolves citizen complaints that cannot be handled by other human resources employees.
* Supervises the maintenance, confidentiality, and legal retention of personnel records, statistics and files.
* Prepares and administers the human resources budget and exercises control over expenditures.
* Prepares and reviews plans, technical reports, proposed ordinances (or amendments to existing ordinances) and regulations as submitted by Human Resources staff or other City personnel.
* Manages Human Resources initiatives including interactions with the public, Council and other internal and external parties to accomplish initiative objectives.
* Attends leadership meetings and Council work sessions and meetings representing Human Resources.
* Other duties as assigned.

**MINIMUM REQUIREMENTS**

* Bachelor's degree in personnel, public, organizational development, business administration, or related field.
* Seven (7) years of human resources experience, especially in the areas of recruitment, selection, classification, compensation, training, organizational development, and employee relations.
* Five (5) years progressively responsible supervisory experience.
* Previous experience with budgeting, strategic planning and communication with City Council or a Board of Directors.
* Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

**DESIRED EXPERIENCE AND TRAINING**

* Master’s degree in human resources, employee relations, business management, public administration, organizational development, or related field.

**OTHER REQUIREMENTS**

* Must possess, or obtain upon employment, a valid Arizona driver’s license.
* Regular attendance is an essential function of this job to ensure continuity.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

* Working knowledge of contemporary human resource principles and practices, especially the areas of compensation, classification, recruitment, selection, training, and employee relations.
* Working knowledge of federal, state and local laws and regulations governing human resources.
* Knowledge of management systems theory, analysis and design, change management and project management.
* Knowledge of organizational development methodology, concepts, and practices, as well as group dynamics/human behavior and the effects of both on members of a group.
* Principles of supervision, training and performance evaluation.
* Ability to thoroughly learn and enforce the personnel ordinance, city payroll procedures, and other policies and guidelines affecting citywide personnel issues and administration.
* Ability to effectively resolve operational and personnel problems.
* Ability to research, prepare, and present comprehensive written and oral reports to the Deputy City Manager and the City Manager.
* Ability to use good judgment and make difficult independent decisions without direct supervision.
* Ability to create and administer the budget for the Human Resources Division.
* Must possess good analytical, writing, interviewing, and statistical reporting skills.
* Demonstrated ability to utilize personal computers and software for personnel applications.
* Working knowledge of affirmative action programs.
* Considerable knowledge of municipal organization, classification systems, and pay systems.
* Demonstrated ability to maintain a high degree of organization, coordination and communication, with attention to detail and accuracy.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

* While performing the duties of this job, the employee is frequently required to talk or hear. The employee will regularly be required to sit, stand, walk, reach with hands and arms and use hands to handle and feel. This position occasionally will climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
* The employee must occasionally lift and/or move up to twenty-five (25) pounds.
* Vision requirements for this position include close vision, color vision (ability to identify and distinguish colors), peripheral vision (ability to see up, down, left and right while eyes fixed on a given point), and depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
* There are no special working conditions for this position.
* The noise level in the work environment is usually moderate.

**PRE-EMPLOYMENT REQUIREMENTS**

* There are no pre-employment physical requirements for this position.
* Pre-employment testing requirements for this position include fingerprints.
* There are no pre-employment vaccination requirements for this position.

**CLASSIFICATION INFORMATION**

* Range B91 – B93, FLSA exempt

**TO APPLY ONLINE:**

In order to apply for this position, you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: [**http://www.flagstaff.az.gov/jobs**](http://www.flagstaff.az.gov/jobs)

**TO APPLY IN PERSON:**

Applications are available and can be turned in at:211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail. Fax your resume to (928) 213-2089 or E-mail: [human.resources@flagstaffaz.gov](mailto:human.resources@flagstaffaz.gov)

**NOTE: Applications are due to Human Resources by 4 PM AZ time on the closing date regardless of the postmarked date. Resumes are strongly encouraged to be included as part of your application packet.**

**Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.**

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, national origin, disability, age, or protected Veteran status.

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

**Paid Holidays** • **Paid Vacation Days** • **Paid Sick Days** • **Health/Dental/Life/Vision Insurance**