

**CITY OF FONTANA  
DIRECTOR OF HUMAN RESOURCES AND RISK MANAGEMENT**

**DEFINITION:** Under administrative direction from the City Manager, plans, directs and reviews the activities and operations of the City's human resources and employee relations program including equal employment opportunity and affirmative action programs, employee relations, recruitment and selection, classification, compensation and group benefits administration; coordinates assigned activities with other City departments and outside agencies; and provides highly responsible, complex administrative support to the City Manager. Exercises direct supervision over professional, technical, and clerical personnel.

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Administer and direct a comprehensive human resources program; formulate and recommend policies, regulations and practices for carrying out the program; consult with and advise the City staff to coordinate the various phases of the policies, practices, ordinances and resolutions.
- Direct and participate in the administration of the classification and compensation plan, as well as City recruitment and selection, safety, training, employee performance evaluation activities; administer the City's employee records system.
- Direct and participate in the administration of the City's employee benefits program including the City's retirement benefit program, as well as health and welfare, occupational safety, and workers' compensation insurance programs.
- Administer the City's employee relations activities; represent the City in matters of concern to associations representing City employees acting as chief City liaison.
- Advise and assist employees and Department management in a variety of personnel matters including the interpretation and application of human resources policies and the processing of employee grievances.
- Direct, oversee and participate in the development of the Department's work-plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Make presentations before the City Council and other boards, commissions and community organizations.
- Supervise and participate in the development and administration of the Department budget; direct the forecast of additional funds needed for staffing; equipment, materials, and supplies; monitor and approve expenditures; implement midyear adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Review and analyze reports, legislation, court cases, and related human resources matters; prepare the initial responses for legal actions.

- Perform any tasks or functions deemed necessary to the daily operations of the employer.

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

### **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Principles and practices of public human resources administration, including methods and techniques used in labor relations, recruitment and selection, classification, salary and benefits administration, training and affirmative action, and safety and risk management.
- Principles and practices of employee relations program administration.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles and practices of organization, administration and human resources management.
- Principles and practices of budget preparation and administration.

Ability to:

- Plan, organize, assign and coordinate the activities of the Department in a manner conducive to full performance and high morale.
- Interpret and apply applicable policies, procedures, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Deal constructively with conflict and develop a consensus.
- Prepare complex reports.
- Select, supervise, train, and evaluate assigned staff.
- Prepare and administer a budget.
- Maintain cooperative working relationships with the general public, staff, employees, committee members, and public officials.

**Experience:** Five years of increasingly responsible experience in all phases of human resources administration including two years of administrative supervisory responsibility.

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public or business administration, industrial relations, psychology or a related field.