

City of Fort Worth, Texas Job Description

Classification Title	Assistant Human Resources Director		
Job Code:	AD1061	Job Family:	Assistant Department Directors
Pay Grade:	305	Date Reviewed:	06/25/15
FLSA Status:	Exempt	Date Revised:	

GENERAL SUMMARY

Assists in planning, directing, managing and overseeing the activities and operations of the Human Resources Department, including recruitment, information systems/records, classification and compensation, employee and labor relations, benefits administration, wellness, occupational health & safety, ADA, risk management, affirmative action, and etc. Coordinates assigned activities with other departments and outside agencies. Provides highly responsible and complex administrative support to the Human Resources Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Directs the activities of the division/department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
3. Assists in managing the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
4. Assists in establishing appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly.
5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned human resources programs, service delivery methods and procedures; and works with subordinate employees on the continuous improvement of city services.

6. Acts as professional resource/advisor to employees and management including any special committees with regard to human resource programs.
7. Participates in the development of the department budget; forecasts funds needed for staffing, equipment, materials and supplies; and implements budgetary adjustments, as needed.
8. Develops requests, evaluates and negotiates proposals for contracting various services; and monitors the work of contractors and the money associated with services.
9. Represents the Human Resources Department to other departments, elected officials and outside agencies; and coordinates assigned activities with those of other departments and outside agencies and organizations.
10. Provides staff assistance to the Human Resources Director; participates on a variety of boards, commissions and committees; and prepares and presents staff reports and other necessary correspondence.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
13. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of human resources management and administration.
 - Principles and practices of program development and administration.
 - Methods and techniques of training, coaching, mentoring and organizational development.
 - Principles and practices of municipal budget preparation and administration.
 - Recent developments, current literature and sources of information related to the development, implementation and administration of human resources programs.
 - Rules, regulations and governing principles of the Americans with Disability Act.
 - Principles of supervision, training and performance evaluation.
 - Pertinent federal, state and local laws, codes and regulations.
- **Skill in:**
 - Organization and time management.
 - Strategic and critical thinking.
 - Problem solving.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Assist in managing and directing a comprehensive human resources program.

- Assists in developing and administering departmental goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Delegate authority and responsibility.
- Select, supervise, train and evaluate subordinate employees.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply laws, rules and regulations governing the implementation and administration of human resources programs.
- Implement programs in assigned areas including training, organizational development, employee customer service and employee assistance programs.
- Interpret and apply applicable federal, state and local policies, laws and regulations.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in human resources management, industrial relations, public administration or a related field and six years of increasingly responsible human resources experience including three years of administrative and supervisory responsibility.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or

constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.