

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



POSITION TITLE Human Resources Director (104)
DEPARTMENT Human Resources
PERIOD TO APPLY: 3/16/2018-4/16/2018
SUPERVISOR: City Manager

SALARY RANGE: \$34,522-59,161 (Q)
FLSA/UNION STATUS: Exempt/Nonunion
POSITION STATUS: Exempt/Full-Time
LOCATION: Human Resources

GENERAL PURPOSE

To develop, supervise, and administer a complex human resources management program for the City of Santa Fe.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager.

SUPERVISION EXERCISED

Provides general supervision to various division supervisors, technical staff and clerical/administrative support personnel.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class.)

Plans, organizes, directs, and oversees all human resources management functions, labor relations for three (3) collective bargaining units (inclusive of contract negotiations), workforce development, Employee Assistance Program (EAP), EEOC compliance, worker's compensation, benefits, safety, budget, risk management, and drug and alcohol testing services.

Advises City Manager, Governing Body, and departments on human resource matters.

Provides direction to the City of Santa Fe workforce to ensure compliance with City, State, and Federal policies.

Assists management in complying with established policies and procedures related to classification and compensation, recruitment and selection, progressive discipline, labor relations, performance appraisal, worker's compensation and accident investigations.

Develops, administers, and maintains the City of Santa classification and compensation plan in conjunction with the three collective bargaining units; develops, administers, and oversees seven (7) pay plans.

Conducts and/or delegates the investigation of formal complaints and grievances; in consultation with legal, reports findings to City Manager with recommendations for action.

Prepares, submits, and oversees department annual operating budget and monitors the overall personnel services budget of \$58 million.

Develops and/or revises human resources rules, policies and procedures to increase effectiveness of overall human resource programs.

Participates on the city's executive management team; makes recommendations for management, organizational, and operational improvements in all areas of city service.

Makes presentations and provides written or oral testimony to upper-level management, committees, Mayor and Governing Body.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Bachelor's degree in human resources administration, public administration, business administration or related field

AND

8 years of progressively responsible experience in public sector human resources administration, of which the last four (4) years must have been in an executive level management/supervisory position. A master's degree in business or public administration, as well as applicable Human Resource certifications is desirable.

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OR

An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of principles and practices of human resources administration, labor relations, equal employment opportunity, affirmative action, federal guidelines, and job classification and compensation.

Considerable skill Excellent management skills and the ability to prepare monitor and administer a multi-million dollar budget.

Ability to Ability to write comprehensive reports using statistical analysis; ability to understand the budgeting process. Ability to plan, assign, direct, coordinate and review the work of staff; to present information clearly and concisely both orally and in writing and to establish effective working relationships with staff, other city department staff, public officials and the general public.

WORK ENVIRONMENT:

Work is performed in an office setting; requires evening and/or weekend hours and attendance at city meetings. May be exposed to UV, CRT and VDT rays. Requires ability to sit or stand for extended periods.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.