

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Human Resources Director

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
D	6	1	Exempt	Human Resources	Chief Financial Officer

CLASS SUMMARY:

This position is responsible for directing the day to day functions of the Human Resources department in accordance with state and federal laws, and policies and practices of the organization. Responsibilities may include ensuring Human Resources strategy is in support of the agency vision, mission, and objectives; managing department staff; developing and directing related programs; developing a department budget; and ensuring compliance with laws and regulations.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Plans, organizes, selects, motivates, and trains the Human Resources staff; oversees the functions of the Human Resources Department; and provides management reports to the Executive Director regarding the performance of the department.
2.	Participates in the strategic planning process, and supports its application and effective communication.
3.	Provides direction and guidance to staff during changes in organizational processes, operations, and culture.
4.	Develops and manages a budget in accordance with department needs; ensures compliance with contracts and service agreements.
5.	Ensures department programs and procedures comply with federal, state, and local employment laws and regulations, including formal documentation and communication of employment policies and practices.
6.	Performs employee relations functions, including: developing and implementing policies and programs designed to promote and maintain a high level of employee morale and commitment to the organization; coaching management through employee issues and complaints; and conducting investigations as necessary.
7.	Manages the benefits program for employees to ensure that program design, vendor selection, and program administration reflect the organization's targeted competitive position and financial objectives.
8.	Analyzes, develops, and performs ongoing evaluation of a total compensation program for employees and ensures that program components reflect the organization's targeted competitive position. This includes reviewing the organization's job descriptions; organizational charts; job evaluation processes; salary structures; merit and other pay increases; compensation surveys; incentive plans; and other recognition programs.
9.	Plans and directs the organization's workforce development program, including: establishing performance management systems, succession planning, and employee training to ensure skills, knowledge, abilities, and performance of the workforce meet current and future organizational needs; and ensuring an effective link between performance and rewards.
10.	Performs and coordinates ongoing recruiting and hiring; develops and evaluates recruitment, selection, and employment processes for effectiveness; and implements changes as needed to ensure the organization hires a proper number of employees to meet current and projected staffing needs in a timely manner.
11.	Performs other duties of a similar nature or level.

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TRAINING AND EXPERIENCE (positions in this class typically require):

Bachelor's degree in Human Resources, Business Administration, or related field; 6-10 years of progressively responsible experience in the human resources field; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- SHRM Certification Preferred

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Principles and practices of developing human resource programs;
- Human resources policies and procedures;
- Applicable federal, state, and local laws, rules, and regulations;
- Employee relations concepts and generally-accepted practices;
- Compensation strategy and design;
- Generally accepted practices and concepts related to recruitment, selection, training, and development;
- MS Word; Excel; PowerPoint; HRIS; and related computer software;
- Budgeting principles;
- Principles and practices of recruitment, selection, and training.

Independent Judgment/Decision Making/Problem Solving:

Develops objectives and general policies and procedures for a specific program or functional area of responsibility within general scope of established operational goals and plans. Day-to-day work and decisions do not require direction or review by immediate supervisor.

SKILLS (position requirements at entry):

Skill in:

- Developing and directing various human resource programs;
- Monitoring programs for compliance with laws, rules, and regulations;
- Managing budgets;
- Presenting information to staff;
- Preparing and formatting business correspondence, reports, documents, manuals, and presentations;
- Utilizing MS Word; Excel; PowerPoint; HRIS; and related computer software;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, the general public, and others sufficient to exchange or convey information.

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PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR