



City of Tempe

DEPUTY INTERNAL SERVICES DIRECTOR – HUMAN RESOURCES

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	017	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$123,301
<i>Supervision Level:</i>	Deputy Director	<i>Salary / Hourly Maximum:</i>	\$166,456
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Deputy City Manager
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Officials and Administrators

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Reports to and is directly supervised by the Internal Services Director.
May exercise direct, technical or functional supervision over management, supervisory and/or line level staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of increasingly responsible professional experience in human resources management, including two years of supervisory or administrative responsibility.
<i>Education:</i>	A Bachelor's degree from an accredited college or university with major course work in human resources, psychology, public or business administration or degree related to the core functions of this position.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To assist in planning, directing and reviewing the activities and operations of Human Resources including employee relations, labor relations, recruitment and selection, classification, compensation, and benefits administration. To coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Internal Services Director.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Assist in the development, planning, and implementation of department goals and objectives and recommend, implement, and administer department policies and procedures;
- Coordinate Department activities with those of other departments; provide staff assistance to the Internal Services Director; and prepare and present staff reports and other necessary correspondence;
- Participate in the development of the Department work plan; assign work activities, projects and programs; monitor workflow; and review and evaluate work products, methods and procedures;
- Develop and administer the Human Resources budget; forecast funds needed for staffing, equipment, materials, and supplies; and monitor/approve expenditures and implement midyear adjustments;
- Participate in the development and administration of the classification and compensation plans, group benefits, recruitment and selection, and performance management programs;
- Participate in the administration, operation and maintenance of the City automated payroll/personnel system and oversee the maintenance of Human Resources records management;
- Participate on a variety of committees; attend and participate in professional groups; and prepare and deliver presentations before the City Council and other boards, commissions and community organizations;
- Advise and assist employees and department management in a variety of personnel matters including the interpretation and application of personnel policies and MOU's, and the processing of employee grievances;
- Review and analyze reports, legislation, court cases, and related personnel matters.
- Oversee and participate in the negotiation of contracts with a variety of vendors and service providers;
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES		
CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i> <i>Revised February 1993</i> <i>Revised May 2001</i> <i>Revised July 2002 (Range Changed)</i> <i>Revised August 2010 (update essential functions and job title)</i> <i>Revised September 2014 (job title change)</i></p>