

HUMAN RESOURCES/PUBLIC SAFETY DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, manages and provides administrative direction and oversight for and participates in all human resources, public safety, risk management and related functions and activities, which include labor relations, affirmative actions, recruitment and selection, job analysis and classification, compensation and benefits administration, as well as code enforcement, animal control, emergency preparedness and police CSO and fire contracts; provides expert professional assistance to the City Council and City management staff in areas of expertise; fosters cooperative working relationships with regulatory agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is given by the City Manager. Provides general direction to code enforcement staff and indirectly to police and fire personnel on a contract basis.

CLASS CHARACTERISTICS

This department head classification oversees, directs and participates in all activities of the HR and Public Safety Department, including risk management. The work involves both the oversight of functions and activities and performance of many of the day-to-day functions. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops, directs and coordinates the implementation of goals, objectives, policies, procedures and work standards for the HR and Public Safety Department; prepares and administers the department's budget.
- Plans, organizes, administers, reviews and evaluates the work of professional, technical and office support staff, directly or on a contract basis.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Develops and implements recruitment, testing and selection processes; ensures equal employment opportunity for all candidates.
- Performs or directs the performance of job analysis and classification studies; conducts compensation studies and participates in the development of compensation and benefit strategies.

- Coordinates employee relations activities; researching proposals and cost implications; provides assistance to management, supervisors and staff in the interpretation of HR policies and procedures and the processing of grievances.
- Administers City benefit plans; orients and enrolls employees; acts as liaison with benefit carriers to address claims or issues; reviews and coordinates payment of employee insurance premiums.
- Works closely with the third-party administrator to process claims and administer the workers' compensation program.
- Coordinates employee development, training, work evaluation and recognition programs.
- Serves as the City's risk manager in matters relating to worker's compensation and liability and property damage claims; chairs the safety committee and ensures that safety issues and concerns of employees and the public are addressed.
- Oversees all City police and fire service functions including crime and fire prevention, investigations, inspections and patrols, traffic enforcement, school services, communications, dispatch and records, emergency medical services and disaster preparedness.
- Directs and coordinates the investigation of major crimes, fires and incidences in coordination with other agencies; assists the District Attorney in the preparation of cases.
- Prepares, recommends and implements strategic plans to meet the City's current and long-range police and fire needs.
- Confers with and represents the department and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies, local law enforcement agencies, and a variety of public and private organizations.
- Provides various administrative assistance to the City Manager and other departments.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.
- Responds to the most difficult citizen complaints and requests for information.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices and techniques of human resources in a public agency setting, including recruitment, selection, equal employment opportunity and employee orientation; job analysis and classification; compensation and benefit analysis and administration; employee relations, including negotiations and the interpretation of laws, regulations, policies and procedures.
- Principles, practices and procedures of public administration in a municipal setting.
- Principles, practices and procedures of risk management.
- Principles, practices and procedures of municipal police administration, including patrol, traffic, investigation and a high level of service provision.
- Criminal laws, codes and ordinances and court interpretations, including rights of citizens, apprehension, arrest, search and seizure and rules of evidence.

- Principles, practices and procedures of municipal fire administration, including prevention, suppression, investigation, damage control and code enforcement.
- Principles, practices, techniques and equipment used in medical, chemical and hazardous materials, rescue and medical and a variety of other emergency responses.
- Functions and services of a municipal government.
- Applicable laws, codes and regulations.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, regulatory and legislative organizations.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

Skill in:

- Planning, organizing, administering, coordinating, reviewing and evaluating a comprehensive public agency human resources program.
- Planning, organizing, administering, coordinating, reviewing and evaluating a comprehensive police services program.
- Planning, organizing, administering, coordinating, reviewing and evaluating a comprehensive fire prevention, suppression, investigation and medical services program.
- Administering programs and the work of professional, technical and office support staff.
- Providing for the selection, motivation and work evaluation of staff.
- Providing for the training and professional development of staff.
- Developing and implementing goals, objectives, policies, procedures and work standards and internal controls for the department.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the City in meetings with governmental agencies, contractors, vendors, and various business, professional, regulatory and legislative organizations.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Making accurate arithmetic, financial and statistical computations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Providing exceptional customer service to coworkers, internal customers and the public.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major course work in business or public administration, human resources, public safety, risk management or a field related to the work and five years of supervisory or administrative experience in designing, developing and implementing human resources, risk management, public safety, emergency management and code enforcement programs. Possession of a Master's Degree in a field noted above is highly desirable and may be substituted for one year of the required experience.

License:

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record. Must possess California PC832 certificate.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to inspect various sites; walk on uneven terrain, construction sites and structures; strength to lift items weighing up to fifty pounds; vision to read printed materials and a computer screen and make inspections as noted above; and hearing and speech to communicate in person, before groups and over the telephone.