



**CITY OF FLAGSTAFF**  
invites applications for the position of:

## **Human Resources and Risk Management Director**

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<b>SALARY:</b>	\$114,753.60 - \$172,140.80 Annually
<b>DIVISION:</b>	Human Resources
<b>OPENING DATE:</b>	10/22/21
<b>CLOSING DATE:</b>	11/12/21 04:00 PM
<b>WORK WEEK:</b>	Monday through Friday, 8am to 5pm, with other hours before and after the standard schedule
<b>PRE-EMPLOYMENT REQUIREMENTS:</b>	Fingerprints

### **ADMINISTRATIVE DUTIES:**

Actively supports and upholds the City's stated mission and values. Performs professional personnel management and administrative work in planning and directing the activities of the City's Human Resources and Risk Management Division and for performing complex and diverse activities involving organizational level initiatives, systems, and performance.

Under direct supervision of the Deputy City Manager, employees of this class are expected to exercise a high degree of independence, initiative, and professional expertise in the day-to-day management of the Human Resources and Risk Management Division and organizational development. Serves as an advisor in personnel matters to the Deputy City Manager and the City Manager. This position is responsible for the general supervision and administration of the Human Resources and Risk Management Division, interpretation and enforcement of the employee handbook, ordinances and policies and procedures relating to classification, compensation, benefits, occupational health and safety, recruitment, regulatory compliance, selection, training, and employee complaints, grievances and appeals. This position is also responsible for planning, developing and implementing employee training and organizational development programs and initiatives, and for the accurate and efficient maintenance of the City's Human Resource/Payroll system(s).

### **ADMINISTRATIVE DUTIES**

- Supervisory: This job has full responsibility for supervision at the division level (hires, directs, schedules, transfers, promotes, rewards, disciplines, and terminates other employees).
- Budgetary: This job has full responsibility for budgeting at the division level (prepares, implements, and manages).
- Strategic Planning: This job has full responsibility for strategic planning and continuous quality improvement at the division level (develops, implements, interprets, and manages long and short-term goals) at the division level.
- Policies/Procedures: This job has full responsibility for policies and procedures at the organizational level (develops, implements, and interprets policies and procedures).
- Compliance: This job has full responsibility at the organizational level (follows, assists in ensuring compliance with, and may enforce) Federal, State, and local laws, rules, and

regulations, as well as City policies and procedures.

- Council Communications: This job has full responsibility for Council communication at the division level (makes recommendations and presentations, writes staff summaries, ensures performance measures are met, and balances needs with Council's adopted priorities and direction).
- Reporting: This job has full responsibility for reporting to Federal/State/local agencies at the division level (ensures reporting requirements are met, trains others on reporting requirements and methods, and addresses discrepancies in reporting).

## **EXAMPLES OF THE WORK PERFORMED:**

- Provides excellent customer service to both internal and external customers.
- Plans, develops, and directs the administration and operation of the Human Resources and Risk Management Division as well as the citywide organizational development efforts.
- Assigns projects and responsibilities, reviews and evaluates work procedures.
- Develops support systems that encourage cross-functional cooperation and supportive initiative taking.
- Monitors and evaluates the efficiency and effective of service delivery with consideration to workload, reporting relationships, opportunities for improvement with the programs and services managed by the division.
- Identifies opportunities for technological advancement and implements any changes to enhance the applications managed by Human Resources and Risk Management and those shared with Payroll/Finance.
- Establishes and conducts reviews and analysis of new programs and techniques in the area of personnel management and makes any necessary changes to improve their effectiveness as it relates to the City.
- Advises the City Manager and the Deputy City Manager of personnel matters and activities through oral and written reports.
- Advises the Deputy City Manager and City Manager on trends or personnel legal issues and consults on potential solutions.
- Designs organizational development plans; conducts research; defines organizational needs; identifies opportunities for development; develops programs and initiatives to meet needs and/or further development; determines implementation methodology; identifies and obtains needed resources; and implements approved plans.
- Acts as a liaison between the Human Resources and Risk Management Division and other City divisions.
- Reviews and advises the City Manager regarding employee hires, promotions, demotions, suspensions transfers, merit increases, discharges, and disciplinary measures.
- Recommends to the Deputy City Manager and City Manager modifications to the personnel ordinance and administrative policies and procedures ensuring compliance with state and federal regulations, court decisions, administrative rulings and related matters.
- Interprets and consults on personnel rules and regulations to internal and external customers.
- Serves as staff liaison to the Personnel Board, Northern Arizona Public Employee Benefits Trust, Commission on Diversity Awareness, Commission on Inclusion and Adaptive Living, and the Employee Advisory Committee (EAC).
- Advises and counsels on personal matters, work related problems, and personnel benefits, policies, and procedures.
- Administers and participates in recruitment openings, application screening, interviews, selection, and post hiring procedures, and has overall responsibility for those programs.
- Assures that personnel policies and actions comply with the City's equal employment opportunity policy.
- Counsels divisions on proper testing procedures and applicability, and when warranted, monitors written and practical tests.
- Administers and participates in performing job audits and writing job descriptions, and conducts classification audits for possible reclassification of positions, and has overall responsibility to the City Manager for classifications and their reporting.
- Administers, participates, and has overall responsibility to the City Manager for salary surveys and reporting.

- Investigates and resolves citizen complaints that cannot be handled by other human resources employees.
- Supervises the maintenance, confidentiality, and legal retention of personnel records, statistics and files.
- Develops and administers the Human Resources and Risk Management budget, conducts fiscal impact studies and cost benefit analysis of budget recommendations, and exercises control over expenditures.
- Directs the forecast of funds needed for compensation, benefits and other employee related programs based on organizational needs and trends as part of the annual fiscal year budget process.
- Participates as a budget team member and provides input.
- Prepares and reviews plans, technical reports, proposed ordinances (or amendments to existing ordinances) and regulations as submitted by Human Resources and Risk Management staff or other City personnel.
- Works closely with executive leadership to define and establish strategic goals and objectives and execute successful business strategies.
- Manages Human Resources and Risk Management initiatives including interactions with the public, Council and other internal and external parties to accomplish initiative objectives.
- Attends leadership meetings and Council work sessions and meetings representing Human Resources and Risk Management.
- Attends and participates in professional group meetings and stays abreast of new trends and innovation in Human Resources and Risk Management.
- Other duties as assigned.

## **QUALIFICATIONS:**

### **MINIMUM REQUIREMENTS**

- Bachelor's degree in personnel, public, organizational development, business administration, or related field.
- Seven (7) years of human resources or related experience in organizational development or public administration, especially in the areas of recruitment, selection, classification, compensation, training, organizational development, and employee relations.
- Five (5) years progressively responsible supervisory experience.
- Previous experience with budgeting, strategic planning and communication with City Council or a Board of Directors.
- Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

### **DESIRED EXPERIENCE AND TRAINING**

- Master's degree in human resources, employee relations, business management, public administration, organizational development, or related field.

### **OTHER REQUIREMENTS**

- Must possess, or obtain upon employment, a valid Arizona driver's license.
- Regular attendance is an essential function of this job to ensure continuity.

## **SUPPLEMENTAL INFORMATION:**

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

- Working knowledge of contemporary human resource and risk management principles and practices, especially the areas of compensation, classification, recruitment, selection, training, employee relations and occupational health and safety.
- Working knowledge of federal, state and local laws and regulations governing human resources and risk management.

- Knowledge of management systems theory, analysis and design, change management and project management.
- Knowledge of organizational development methodology, concepts, and practices, as well as group dynamics/human behavior and the effects of both on members of a group.
- Principles of supervision, training and performance evaluation.
- Ability to thoroughly learn and enforce the personnel ordinance, city payroll procedures, and other policies and guidelines affecting citywide personnel issues and administration.
- Ability to effectively resolve operational and personnel problems.
- Ability to research, prepare, and present comprehensive written and oral reports to the Deputy City Manager and the City Manager.
- Ability to use good judgment and make difficult independent decisions without direct supervision.
- Ability to create and administer the budget for the Human Resources and Risk Management Division.
- Must possess good analytical, writing, interviewing, and statistical reporting skills.
- Demonstrated ability to utilize personal computers and software for personnel applications.
- Working knowledge of affirmative action programs.
- Considerable knowledge of municipal organization, classification systems, and pay systems.
- Demonstrated ability to maintain a high degree of organization, coordination and communication, with attention to detail and accuracy.

### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- While performing the duties of this job, the employee is frequently required to talk or hear. The employee will regularly be required to sit, stand, walk, reach with hands and arms and use hands to handle and feel. This position occasionally will climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- The employee must occasionally lift and/or move up to twenty-five (25) pounds.
- Vision requirements for this position include close vision, color vision (ability to identify and distinguish colors), peripheral vision (ability to see up, down, left and right while eyes fixed on a given point), and depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- There are no special working conditions for this position.
- The noise level in the work environment is usually moderate.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://flagstaff.az.gov>

211 W. Aspen Ave.  
Flagstaff, AZ 86001  
(928) 213-2090

[human.resources@flagstaffaz.gov](mailto:human.resources@flagstaffaz.gov)

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Position #164-21  
HUMAN RESOURCES AND RISK MANAGEMENT  
DIRECTOR  
CP

### **Human Resources and Risk Management Director Supplemental Questionnaire**

- \* 1. Do you have a Bachelor's degree in personnel, public, organizational development, business administration, or related field?
- Yes  
 No
- \* 2. Do you have seven (7) years of human resources or related experience in organizational development or public administration, especially in the areas of recruitment, selection, classification, compensation, training, organizational development, and employee relations?

Yes

No

\* 3. Do you have five (5) years progressively responsible supervisory experience?

Yes

No

\* 4. Do you have previous experience with budgeting, strategic planning and communication with City Council or a Board of Directors?

Yes

No

\* Required Question