



## DIRECTOR OF HUMAN RESOURCES

**JC:** XF120  
**PB:** 12  
**FLSA:** Exempt

**BU:** 95 (NR)  
**Created:** January 1999  
**Revised:** June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under direction, plans, directs, manages and oversees the activities and operations of the Human Resources Department including leave management; benefits; human resources information systems (HRIS); talent acquisition; substance abuse programs; absence management; classification & compensation; workforce development and other human resources programs and services; coordinates assigned activities with other departments and outside agencies; and provides complex administrative support to the Assistant General Manager, Administration; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is a director-level classification fully responsible for the administration and management of a major department. Classifications at this level generally guide operations through the establishment of objectives, policies, rules, methods and standards and manages, through subordinate managers and supervisors, all activities throughout the District related to the broad function of human resources. The incumbent is accountable for accomplishing all departmental goals and objectives and for furthering District goals and objectives within general policy guidelines. This classification is distinguished from the Assistant General Manager, Administration in the latter plans, directs, manages, and oversees the activities and operations of the Office of Administration including the Human Resources, Procurement, and Labor Relations Departments.

### **REPORTS TO**

Assistant General Manager, Administration or designee.

**EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Assumes full management responsibility for all departmental programs, services and activities including a comprehensive human resources function (HRIS, Substance Abuse, Classification/Compensation, Talent Acquisition, Benefits, Leave and Absence Management); recommends and administers policies and procedures.
2. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.

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3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Plans, directs and coordinates, through subordinate level staff, the Human Resources Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
5. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Researches, plans and implements large scale organizational change efforts; provides expert professional assistance to all levels on policy and personnel related issues.
7. Ensures that all departmental activities and operations meet and comply with all mandated and District policies, procedures, rules and regulations.
8. Monitors developments and legislation related to assigned area of responsibility; evaluates impact on District operations; recommends and implements practice and procedural improvements.
9. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Oversees and participates in the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
11. Explains, justifies and defends departmental programs, policies and activities; negotiates and resolves sensitive and controversial issues.
12. Represents the Human Resources Department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
13. Provides staff assistance to the Assistant General Manager, Administration; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
14. Attends and participates in professional group meetings; stays abreast of new trends, legislation and innovations in the field of human resources.
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

## **QUALIFICATIONS**

**Knowledge of:**

- Operations and activities of a comprehensive human resources department including human resources programs and services
- Principles and practices of human resources management including HRIS, employment development, recruitment, compensation, benefits, organizational development, workers compensation, federal drug testing requirements, employee assistance programs, affirmative action and related program areas
- Principles and practices of policy development and administration
- Methods and techniques of negotiation, conflict resolution and organizational development
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Related federal, state and local laws, codes and regulations

**Skill/Ability in:**

- Managing and overseeing a comprehensive human resources program including recruitment, compensation, benefits, organizational development, HRIS, employment development, workers compensation, federal drug testing requirement, employee assistance programs, affirmative action and related program areas
- Developing and administering departmental goals, objectives and procedures
- Analyzing and assessing policies and operational needs and making appropriate adjustments
- Identifying and responding to sensitive community and organizational issues, concerns and needs
- Planning, organizing, directing and coordinating the work of lower level staff
- Delegating authority and responsibility
- Selecting, supervising, training and evaluating staff
- Researching, analyzing and evaluating new service delivery methods and techniques
- Working effectively with labor unions
- Facilitating diverse groups and resolving conflicts
- Preparing clear and concise administrative and financial reports
- Preparing and administering large and complex budgets
- Interpreting and applying applicable Federal, State and local policies, laws and regulations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

**MINIMUM QUALIFICATIONS:**

**Education:**

Bachelor's degree in human resources, business administration, public administration, industrial psychology or a closely related field from an accredited college or university.

**Experience:**

Seven (7) years of (full-time equivalent) verifiable professional human resources experience which must have included at least three (3) years of management experience.

**Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-

year basis. A Bachelor's degree is preferred.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Requires maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 0500 – Executives/Managers  
**Census Code:** 0136 – Human Resources Managers  
**Safety Sensitive:** No