

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Director of Personnel

CLASS CODE: 1529

GENERAL DESCRIPTION OF DUTIES:

Incumbent directs all human resources functions for the City.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level managerial classification in the Human Resources Series – Human Resources Management Group job family within the City of St. Louis. Incumbents perform a variety of complex duties. The distinguishing characteristics of this classification within the series include responsibility for directing all human resources functions for the City.

Incumbents work independently enforcing the provisions of Article XVIII of the City Charter, the Civil Service Rules, and Department of Personnel Administrative Regulations. They are free to plan, direct and organize all phases of work necessary for its completion within broad program guidance.

This is the executive level for this series. Positions in these classes have **primary and major** responsibility for setting broad policies, exercising overall authority for the execution of those policies and managing work units or operations. Incumbents possess full Charter authority to establish comprehensive objectives and strategies for a department and its major subdivisions. This level of work considers all internal and external forces and developments on department strategies and goals, guides the integrated planning for functional activities, and continually reviews both objectives and their implementation for effectiveness.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans and advocates the formulation or modification of agency or major work unit administrative and/or program systems and practices to promote equitable management of human, financial, and other resources within the agency.

Facilitates effective work relationships between the agency and other administrative and/or program systems.

Directs implementation of administrative and/or program control systems to obtain the necessary administrative and/or program information and financial data required in the decision-making and planning process.

Controls and coordinates the direction of administrative and/or program functions over a long range planning period to facilitate attainment of program goals; to ensure adherence to administrative directions, State and Federal laws and regulations; and to maximize the interaction and delivery of services.

Confers with the agency head, other administrators and divisional managers/directors to discuss and solve agency-wide problems and/or issues that impair the effectiveness and efficiency of programs and organizational operations.

Confers with and advises subordinate agency staff to exchange information on and/or explain administrative and program objectives, policies, procedures, and standards; and to identify the characteristics and impact of work problems and formulate possible solutions.

Evaluates and determines disposition of new and/or revised rules and procedures recommended by agency staff or representatives of other organizations to assess the impact of the proposals on the administrative and/or program systems and to ensure proposals, respond to program needs and comply with State and/or Federal law.

Advises City officials and City department heads and division directors regarding human resources management and responds to requests from city officials.

Negotiates compensation plan and recommends the plan for Civil Service Commission, Board of Aldermen and Mayoral approval.

Directs bidding process for employee health, life insurance, and other benefit contracts.

Oversees human resources policy development and implementation, staffing, employee development, equal opportunity and other human resources programs.

Serves as Secretary and directs the staff of the Employees Retirement System.

Serves as Secretary and directs the staff of the Firefighters Retirement Plan.

Serves as Secretary to the Civil Service Commission.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles.

Human Interaction:

Requires the ability to direct a major organizational unit requiring significant internal and external interaction with city officials, city employees, consultants and others involved with personnel management.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as telephone, computer terminal, calculate and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as personnel policies, union contracts, grievances, personnel action forms, benefit programs, budgets, expenditure reports, ordinances, statutes, procedures, guidelines and non-routine correspondence

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, division; interpret descriptive and inferential statistical reports.

Functional Reasoning:

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

Physical Requirements:

None.

Sensory Requirements:

Requires the ability to sustain prolonged visual concentration to review written documents.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.