

DIRECTOR OF HUMAN RESOURCES

The City of Port Arthur is a beautiful area with the Gulf of Mexico as its southern-most border. Located in Southeast Texas, Port Arthur combines the best industrials in oil and petroleum in the plant industry and majestic access to the waters of the Gulf, where boating and fishing activities know no bounds. This multicultural populace is home to approximately 54,000 citizens who enjoy a wide variety of cultural and recreational activities.

The City of Port Arthur has a total of 654 regular and part-time employees, and an additional 50-75 temporary employees and seasonal workers; 226 of these individuals are Civil Service employees who comprise the Police and Fire Departments.

Port Arthur seeks a highly qualified, broadly experienced, proactive individual to fill the role of Director of Human Resources. The selected individual will function as strategic partner to the City Manager to ensure that the HR Department meets the mission, vision, and objectives of the City of Port Arthur. Excellent oral, written, analytical, and computer skills required.

Qualifying combination of experience and training includes at least twelve (12) years of professional and administrative personnel experience, and at least five (5) years in a senior management capacity; the equivalent of a Bachelor's degree in human resource management, business or public administration, a social science, or education. A Master's degree and IPMA-CP, PHR, SPHR, or related certification, preferred. Possession of, or the ability to obtain, a Texas Driver's License, within six months of appointment.

The salary is negotiable and includes an excellent fringe benefit package. To apply, please email your Résumé and Letter of Interest to:

David Evertsen, Principal

PortArthurHR-Dir@municipalsolutions.org

on or before

5:00 PM Central Time, Friday, September 2nd

City of Port Arthur

JOB TITLE: Director of Human Resources **EXEMPT:** Yes
REPORTS TO: City Manager **NON-EXEMPT:**
DEPARTMENT: Human Resources **DIVISION:**
SALARY: TBD

DEFINITION

To plan, organize, and direct the activities of the Human Resources Department including recruitment and selection, classification and salary administration, affirmative action, employment and training programs, safety and risk management, employee benefits administration, and payroll preparation; to act as the City's Civil Service Director; to serve as Chief Labor Negotiator; to supervise Department staff; to coordinate activities with other departments; and to provide highly complex staff assistance to the Deputy City Manager and City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct and indirect supervision over professional, technical, and clerical personnel.

EXAMPLES OF DUTIES — Essential and other important duties and responsibilities may include, but are not limited to, the following:

Essential Duties and Responsibilities

Develop, plan, implement, and administer Department goals and objectives as well as policies and procedures necessary to provide assigned personnel services; approve new or modified programs, systems, policies and procedures.

Direct the development and administration of the Department's budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; make mid-year corrections.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Deputy City Manager, City Manager and City Council; prepare and present staff reports and other necessary correspondences.

Regular attendance is an essential job requirement.

Plan, implement, and direct a comprehensive personnel program, formulate and recommend policies, regulations, and practices for carrying out the program; administer all provisions of the personnel system not specifically reserved to the City Manager or Department Heads; consult with and advise the City Manager, Civil Service Commission and Department officials to coordinate the various phases of the policies, practices, ordinances and resolutions.

Work effectively with an economically and ethnically diverse workforce and populace.

Supervise and participate in the administration of the classification and compensation plan, recruitment and selection, training, affirmative action, employee performance evaluation, and orientation programs; administer a system of employee service records and other personnel records.

Administer, coordinate, and supervise a comprehensive employee benefits program including health and life insurance, workers compensation, and retirement program.

Administer, coordinate and supervise a comprehensive risk management and employee safety program; annually review and recommend liability insurance coverage.

Prepare and recommend revisions and amendments to ordinances and resolutions relating to personnel matters; conduct special studies, prepare reports and make recommendations to the City Manager's office.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Communicating with others

Maintain mental capacity, which allows the capability of:

- Making sound decisions
- Demonstrating intellectual capabilities

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- Standing or sitting for extended periods of time
- Operating assigned equipment

Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Recommend appointment of, train, motivate and evaluate staff; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to

correct deficiencies implement discipline procedures; recommend employee terminations; approve time cards and expense reports.

Serve in an advisory capacity to the Civil Service Commission; attend meetings of the Commission; offer advice and make recommendations.

Make presentations before the City Council, Civil Service Commission, and community organizations.

Advise employees and department management in matters concerning grievances and participate in the resolution of employee grievances and appeals.

Review and analyze reports, legislation, court cases, and related personnel matters.

Participate in the annual collective bargaining process; serve as Chair of the Employee Grievance/Appeal Committee.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern and highly complex principles and practices of public personnel administration, including methods and techniques used in recruitment and selection, classification, salary and benefits administration, training and affirmative action, safety and risk management, and employee/labor relations.

Principles and practices of collective bargaining and labor contract administration.

Applicable Federal, State and local laws, regulations, ordinances and policies relating to public personnel administration.

Types and variety of positions common to local government organizations.

Modern office practices, procedures, methods and equipment.

Ability to:

Interpret applicable laws, rules, and regulations.

Communicate effectively, both orally and in writing.

Develop and administer Department budget. Deal constructively with conflict and develop a consensus.

Prepare and analyze personnel-related reports, statements and correspondences.

Select, supervise, train and evaluate professional, technical, and clerical.

Maintain effective working relationships with the general public, staff, employees, committee members, and public officials.

Experience and Training Guidelines-*Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Qualifying combination of experience and training includes at least twelve (12) years of professional and administrative personnel experience, and at least five (5) years in a senior management capacity.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resource management, business, public or personnel administration, or a related field. A Master's degree and IPMA-CP, PHR, SPHR, or related certification, preferred..

License or Certificate

Possession of, or ability to obtain, an appropriate Texas driver's license.