

CLASSIFICATION SPECIFICATION

CITY OF MARYSVILLE, CA

Date: March 2026

CLASS TITLE: Human Resources Director

FLSA STATUS: Exempt

REPORTS TO: City Manager

HIRING STATUS: At Will

JOB SUMMARY

Under the general direction of the City Manager, the Human Resource Director will conduct, lead and direct the routine functions of the Human Resources (HR) department including employee relations, recruitment and selection of staff, administering pay, compensation and classifications, benefits, and leave, and enforcing City policies, procedures, and practices. This position can be assigned special projects by the City Manager.

EXAMPLES OF WORK

Examples of Work are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

Provides continuous leadership in carrying out the program mission, as amended from time to time, including:

- Partners with the leadership team to understand and execute the City's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to HR Technician, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodation, investigating allegations of wrongdoing, discipline, and terminations.
- Develops and administers City personnel rules, regulations, policies, and Memoranda of Understanding and consults with department heads and the City Manager relative to employee relations, policy development and personnel issues.
- Directs and coordinates the City's Workers Compensation, Risk Management and Safety programs, including coordination and liaison with the City's insurance carrier on insurance claims.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Maintains records and prepares daily reports related to work performed.
- Perform related job duties and responsibilities as required.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE, SKILLS, AND ABILITIES (position requirements at entry)

Knowledge of:

- City organization, operations, policies, and procedures
- Principles and practices of public personnel administration
- Principles of labor relation/negotiations
- Applicable federal, state and local laws, regulations, ordinances and policies
- Principles of supervision, training, and performance evaluation
- Ability to act with integrity, professionalism, and confidentiality.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards
- Prepare and administer budgets
- Interpret, apply, explain and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct and coordinate the work of management, supervisory, and professional personnel; delegate authority and responsibility
- Effectively oversee and perform recruitment and selection, benefits administration, employee and labor relations, labor law compliance, organizational training and development, and classification and compensation functions.
- Identify and respond to issues, concerns and requests from employees, labor groups, executive team members, City Council members, and the community
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines

MINIMUM QUALIFICATIONS

Bachelor's degree in Human Resources, Business Administration, or related field is desired. A minimum of seven years of increasingly responsible experience in human resource management, preferably in the public sector, including three years of related supervisory experience. PSHRA, SHRM-CP or SHRM-SCP highly desired.

WORK ENVIRONMENT

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.