

CITY OF CHATTANOOGA

Classification Specification Title: Deputy Chief Human Resources Officer

Department: Human Resources

Pay Grade: GS.19

Supervision Received From: Dir. Human Resources

FLSA Status: Exempt

**Supervisory Responsibility For: Dir. HR Operations,
Manager Work Based Learning**

Established: 6/29/07

**Revision Dates: 4/1/25;
10/20/23; 2/05/19**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for directing and monitoring various human resources activities, including recruitment and classification/compensation. Duties include supervising, training, assigning work and monitoring performance of Human Resources professional and technical staff; serving as an adviser on various legal issues; reviewing FMLA requests and advising City employees and supervisors on rights and requirements regarding FMLA and FLSA and other related human resources legal issues; working with the City Attorney's office and testifying in court as necessary; drafting ordinances and resolutions for legal review; performing special projects and serving on various Citywide committees. Work is performed with general direction, working from broad goals and policies.

SERIES LEVEL:

The Deputy Chief Human Resources Officer is the first level of a two-level executive management series in the Human Resources Department.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Directs and monitors the day-to-day activities and operations of various Human Resources functions which includes maintaining, administering and implementing of standard operating procedures, quality assurance standards, policies, goals, objectives, work plans and workflow; ensuring procedures and equipment meet operational and program performance and ensuring compliance with applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures.

Directs and oversees all employee support services of the HR department to include recruitment and onboarding, compensation and classification functions, workforce planning, employee relations, records retention and compliance.

Serves as an adviser on a variety of legal issues related to human resources including advising on rights and requirements associated with FMLA, FLSA and/or other applicable issues related to employment and compensation; testifies in court on human resources legal matters; drafts ordinances and resolutions for legal review and performs other related activities.

Performs a variety of advanced administrative activities in support of departmental operations which includes counseling employees and supervisors on personnel matters; assisting with records requests; maintaining the department web page; posting jobs on external web pages; responding to requests for information and performing other related activities.

Represents the department and/or the City at a variety of meetings, public events, training sessions, on committees and/or other related events or groups in order to receive and convey information.

Participates in developing and administering the department budget; approves expenditures; reviews financial statements; manages financial operations.

Manages and oversees automation and software implementations and improvements.

Directs and reviews the analysis of a variety of data and information; formulates recommendations based on findings; manages priorities, work processes and procedures; ensures adherence and compatibility with organizational goals, objectives and strategic initiatives.

Directs, reviews and participates in the development of a variety of reports, work papers, communications, schedules and/or other related documents to and from internal departments, governmental entities, external agencies, contractors and/or other interested parties.

Directs, oversees and participates in a variety of special projects as requested.

Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Human Resources, Business Administration or related field and seven (7) years progressively responsible human resource management experience in employee relations, compensation or recruitment, including at least two (2) years of supervisory experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Professional - Human Resources (PHR) or Senior Professional - Human Resources (SPHR)
Preferred. A valid Driver's License.

KNOWLEDGE AND SKILLS:

Knowledge of management principles; applicable human resources program management principles, practices, methods and procedures; research, data and report presentation techniques; automated human resource information systems; applicable Federal, State and Local laws, ordinances, codes, rules, regulations, policies and procedures; employee relations principles and practices; strategic business planning principles and practices; training methods and principles; research and data analysis techniques; customer service principles and budgeting principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; using a computer and related software applications; conducting investigations; evaluating complex systems and efficiently formulating and implementing human resources methods, procedures, forms and records; developing and administering budgets; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals; responding to changing situations and needs; handling multiple tasks simultaneously; managing human resources programs in assigned area of responsibility; facilitating negotiations and mediations; speaking in public; conducting research; preparing a variety of reports and business correspondence; developing and analyzing service offerings and programs and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

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