

CHAPTER 12

HUMAN RESOURCES DEPARTMENT

1. **ESTABLISHED.** There is hereby created and established the Human Resources Department which shall be so organized and administered as the City Manager shall from time to time direct, and which shall consist of the Director of Human Resources and such other officers and employees as the Council may from time to time authorize.

(AMENDED, Ordinance No. 2017-06, February 6, 2017)

(AMENDED, Ordinance No. 2009-39, May 18, 2009)

2. **DIRECTOR.** There is hereby created position of Director of Human Resources, the occupant whereof shall be appointed, and may be removed, by the City Manager at will. The Director shall report to the City Manager.

(AMENDED, Ordinance No. 2017-06, February 6, 2017)

(AMENDED, Ordinance No. 2009-39, May 18, 2009)

(AMENDED, Ordinance No. 2000-08, February 21, 2000)

3. **APPOINTMENTS AND RULES.** The Director of Human Resources shall be the appointing officer of the occupants of all classified positions assigned to said Department and may make reasonable rules, regulations and directives not in conflict with law or ordinance to govern and administer the activities and carry out the duties and responsibilities thereof, subject to the direction and control of the City Manager.

(AMENDED, Ordinance No. 2017-06, February 6, 2017)

(AMENDED, Ordinance No. 2009-39, May 18, 2009)

(AMENDED, Ordinance No. 2000-08, February 21, 2000)

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4. **DIVISIONS.** The Human Resources Department shall consist of the office of Human Resources and such other divisions as may be established by the City Manager. The Human Resources Director shall be the Equal Opportunity Officer for the City, subject to the direction of the City Manager.

(AMENDED, Ordinance No. 2017-06, February 6, 2017)

(AMENDED, Ordinance No. 2009-39, May 18, 2009)

5. **DUTIES OF THE DEPARTMENT.** The Human Resources Department shall, under the direction and control of the City Manager, have the following duties and responsibilities:

- (a) To recruit suitable persons for employment by the City in municipal service;
- (b) To assist the Civil Service Commission in testing candidates for appointment to, or promotion in, the classified service;
- (c) To administer and enforce the general personnel rules and policies of the City, and to assist the Civil Service Commission in the administration and enforcement of the rules of said Commission.
- (d) To develop, plan and execute training programs for employees;
- (e) To develop and execute programs to serve and make effective the policy of the City concerning employment, housing, human recognitions, social and environmental betterment and other human relationships and sociological concern;
- (f) To support and assist the programs and operations of the Human Relations Commission, as directed by the City Manager.
- (g) To develop procedures, prepare and monitor the implementation of the annual budget, including performance measures as well as the fiscal compliance measures established by the Finance Department;

(h) To perform such other duties and functions as may be assigned from time to time by the City Manager.

(AMENDED, Ordinance No. 2017-06, February 6, 2017)