



## CLASS SPECIFICATION

03/13/2025

### CHIEF HUMAN RESOURCE SPECIALIST, 1741

**Summary of Duties:** A Chief Human Resource Specialist directs and coordinates the work of a division/group of the City's Personnel Department; plans and directs the work of employees engaged in position classification, examining, recruitment, equal employment opportunity, employee development, employee health benefits, human resources, budget administration, medical services including safety administration, workers' compensation benefits, and other services; and does related work.

**Class Characteristics:**

A Chief Human Resource Specialist is responsible for managing professional employees within a major specialized personnel activity in the centralized personnel agency. An employee in this class reports to the General Manager or Assistant General Manager and receives very general supervision. A Chief Human Resource Specialist makes significant self-directed technical and administrative decisions which include developing and establishing division policies, procedures, and performance measures. Critical or highly sensitive matters relating to specific problems and policy issues of the Personnel Department or having City-wide impact are discussed with the Assistant General Manager or General Manager. A major responsibility of such positions is planning and coordinating work to achieve maximum results with a minimum number of personnel, while providing positive assistance to the management of the operating departments.

**Examples of Duties:** A Chief Human Resource Specialist:

- Directs the administration of one of the Personnel Department's Client Services' groups comprised of multiple City departments (*vary from small, moderate and/or large sized*) being responsible for their consolidated HR programs. Workforce made up of clerical, professional, financial, administrative, specialized technical, unique professional, craft, labor, security, public safety and other field classifications at multiple work locations. In addition to the customary components of the department's human resource program, additional activities are required in the areas of employee safety, employee recruitment and technological training. Additional activities may involve contract administration responsibilities for specialized employee benefits and employment related medical services. Also plans, organizes, directs, and coordinates the complex and varied activities related to HR such as overseeing disciplinary matters, grievances and EEO related complaints for a division consisting of multiple City departments. Complexity of program and breadth of activities require subordinate supervisory positions consisting of a Personnel Director III, Personnel Director II, Personnel Director I, and/or Senior Personnel Analyst II;
- Directs, plans, and coordinates the work of subordinate professional and clerical employees and reviews it for thoroughness, appropriateness, and soundness of decisions; participates in the formulation of Department policies; confers with deputies of the City Attorney's Office regarding the interpretation of Charter

provisions and Civil Service Commission Rules; recommends amendments to the Charter and Civil Service Commission Rules; prepares correspondence and special reports on a variety of critical or highly sensitive personnel subjects; represents the Personnel Department's position on matters before the City Council and Council committees;

- Directs the preparation and maintenance of employee records including certification, eligible lists, seniority, and layoffs; directs the investigation of appeals relating to candidate backgrounds; advises other City departments on the application of Charter provisions and Civil Service Commission Rules as they relate to employee appointments, certifications, transfers, reinstatements; confers with the City Employee Relations Board, the City Administrative Officer's representative, the City Attorney's Office and concerned operating departments on labor relations issues; directs the development and presentation of the City's management position on unit determinations to the City Employee Relations Board;
- Directs the maintenance of the City's position classification plan; directs the processing of requests for restoration to eligible lists following probationary terminations; directs the preparation of examination bulletins and class survey reports; confers with representatives of the City Administrative Officer regarding classification matters; discusses class specifications, allocations, and status determinations with employees and supervisors; explains the classification plan and classification fundamentals and procedures to employees and supervisors;
- Directs the preparation and administration of examinations; reviews examination outlines and plans and suggests revisions and adjustments; discusses examination outlines with department representatives; supervises the analyses of protests on written questions and interview and performance ratings; supervises the selection of raters to participate on oral boards and to appraise performance tests; initiates and directs research activities to improve techniques and to validate test items;
- Directs recruitment activities for City classes, including publicizing current examinations; directs the investigation of appeals relating to the acceptance of applications; directs the recruitment and placement of emergency employees; represents the Department on Civil Defense matters;
- Directs selection activities for the sworn services including recruitment of candidates, investigation of appeals relating to the acceptance of applications, background reviews, and the preparation of examinations for Police and Fire classes; maintains eligible lists and directs the certification of lists for entry level Police Officers;
- Develops goals and directs the implementation of programs to achieve said goals for the Office of Workplace Equity; analyzes for and discusses with the City Attorney's Office the effects of lawsuits, discrimination complaints, and requirements filed against or imposed on the City and recommends or dictates a course of action as it relates to equal employment opportunity activities; negotiates and approves settlement agreements resolving specific charges of discrimination; coordinates the implementation of equity efforts with management representatives of operating departments; attends meetings of policy-making and advisory bodies of the City as the department representative; presents department recommendations on matters including the impact of proposed legislation, proposed modifications to the City personnel rules and policies, complaints of

discrimination, and proposals for implementing the City's Equal Employment Opportunity Program;

- Directs the preparation and instruction of courses, seminars, workshops and other training programs for the development of City employees at all levels; directs the preparation and monitoring of contractual training arrangements; directs the career service awards program; conducts training programs in labor relations for management of operating departments; directs the preparation of sensitive and discreet evaluations of City executive's departmental personnel policies for use in the executive merit pay plan; directs the counseling of employees on Civil Service Commission Rules, policies, and procedures;
- Directs and manages the preparation, administration, and maintenance of the Personnel Department budget consisting of distinct Personnel and human resources budgetary programs, multiple special funding and revenue sources, and a large number of full-time and part-time employees; prepares, administers, and monitors the Human Resources Benefits budget covering various citywide benefits programs, including but not limited to health, dental, vision, life, and disability insurance, MOU-provided benefits, employee assistance and wellness programs, unemployment insurance, and workers' compensation benefits; serves as the department Budget Officer representing the department before legislative bodies regarding the Personnel Department and Human Resources Benefits budgets; prepares, updates, reconciles, and monitors the Personnel Department position control and reporting, including the Departmental Personnel Ordinance, substitute and in-lieu positions, position allocations and reallocations, paygrade determinations, organizational chart, and annual position load; develops, prepares, and administers the department's purchasing and procurement processes, including executing contracts for Personnel Department operations and benefits-related services; and directs the establishment and implementation of Personnel Department division goals, work plans, and strategies consistent with, and intended to meet overall departmental goals and mission;
- Directs the negotiation of health insurance contracts with health plan agencies; directs the enrollment of employees in health insurance programs; directs research into the feasibility of employee benefit programs; directs the City's wellness program; directs the City-wide medical services program; directs the conduct of safety inspections for conformance to federal standards; directs accident investigations on employees injured on the job; directs the suggestion award program;
- Directs the City's workers' compensation program, including the investigation and acceptance of claims for medical treatment and the rehabilitation of employees injured or ill in the line of duty; directs the evaluation of the extent of permanent disability for presentation before the Workers' Compensation Appeals Board; confers with the City Attorney's Office regarding the negotiation of settlements involving disability and third party cases; confers with the Pensions Department on retirement cases involving workers' compensation; confers with the Data Service Bureau and Controller's Office on the processing of awards, medical payments, and monthly disability payrolls; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies;
- Plans, organizes, directs and supervises the development and administration of a comprehensive, occupational safety and industrial hygiene program for City departments.

**Requirements:**

1. One year of full-time paid professional experience with the City of Los Angeles as a Personnel Director; **or**
2. Two years of full-time paid professional experience with the City of Los Angeles as a Senior Personnel Analyst II, Principal Workers' Compensation Analyst, Safety Engineer, or Senior Benefits Analyst II.

Appointments to positions in this class are subject to a one year probationary period as provided by Section 109 at the Los Angeles City Charter.

**Physical Requirements:** Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case-by-case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.**