



City of Tempe

DEPUTY HUMAN RESOURCES DIRECTOR – EMPLOYEE DEVELOPMENT

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	022	<i>Department:</i>	Human Resources
<i>Supervision Level:</i>	Deputy Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range

***This classification is unclassified which means the employee, or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.*

REPORTING RELATIONSHIPS

Reports to and is directly supervised by the Human Resources Director.
May exercise direct, technical, or functional supervision over management, supervisory and/or line level staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of experience in adult education, training and development, human resources management, or a field related to the core functions of this position including two (2) years of supervisory responsibility.
<i>Education:</i>	Master's degree from an accredited college or university with major course work in educational leadership, public or business administration, or a degree related to the core functions of this position.
<i>License / Certification:</i>	Possession of a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To oversee the planning, developing, directing and marketing of a comprehensive learning, development and performance management program for the organization and its employees; to take the lead with researching, developing, implementing, and administering employee learning, development and performance management processes, and training programs; responsible for promoting and evaluating the employee development programs and initiatives; and responsible for creating and maintaining a continuous learning environment for the City.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Assist in the development, planning, and implementation of department goals and objectives and recommend, implement, and administer department policies and procedures.
- Coordinate division activities with those of other departments; provide staff assistance to the Human Resources Director; and prepare and present staff reports and other necessary correspondence.
- Participate in the development of the division work plan; assign work activities, projects and programs; monitor workflow; and review and evaluate work products, methods and procedures.
- Develop and administer the Employee Development budget; forecast funds needed for staffing, equipment, materials, and supplies; and monitor/approve expenditures and implement midyear adjustments.
- Participate in the development, administration, and improvements of the employee learning development and performance management processes, and training programs; promoting the employee development programs and initiatives; monitors the effectiveness of current employee learning and development efforts; and responsible for creating and maintaining a continuous learning environment for the City.
- Communicate customer feedback, trends, issues, and results from employee development processes, programs, and initiatives to the appropriate department and/or senior management personnel.
- Participate on a variety of committees; attend and participate in professional groups; and prepare and deliver presentations before the City Council and other boards, commissions and community organizations.
- Advise and assist employees and supervisors as well as department and senior management in a variety of employee learning, training, and development opportunities.
- Prepare and present training programs to employees; evaluate program acceptance and effectiveness and prepare comprehensive reports of results.
- Travel to various City locations to teach classes, provide trainings, and attend meetings.
- Oversee and participate in the negotiation of contracts with a variety of vendors and service providers.
- Provide pro-active performance planning utilizing performance management tools.
- Manage and oversee training need assessments, analyze results, define learning objectives, and identify delivery methods (both technical and non-technical).
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective June 2019</i> <i>Revised June 2021 (reorg to HR Department; job title update)</i> <i>Revised April 2023 (update job title to Employee Development)</i></p>