

City of Fort Worth, Texas

Job Description

Classification Title	Human Resources Director / Civil Service Director		
Job Code:	DH1071	Job Family:	Department Head
Pay Grade:	309	Date Reviewed:	09/03/15
FLSA Status:	Exempt	Date Revised:	06/10/2025

GENERAL SUMMARY

Plans, directs and manages the activities and operations of the Human Resources department, including recruitment, information systems/records, classification and compensation, civil service, employee and labor relations, benefits administration, wellness, occupational health & safety, ADA, risk management, workers compensation, affirmative action. This position also acts as the Civil Service Director, represents the City, and reports to the Civil Service Commission. Coordinates assigned activities with other departments and outside agencies. Provides highly responsible and complex administrative support to an Assistant City Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Directs the activities of the Human Resources Department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
3. Manages the development and implementation of departmental goals, objectives, policies and priorities for the Human Resources Department.
4. Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly.
5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of human resources programs, service delivery methods and procedures; and works with subordinate employees on the continuous improvement of city services.
6. Acts as professional resource/advisor to employees and executive management including any special committees with regard to human resource programs.

7. Leads the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments as appropriate and necessary.
8. Represents the Human Resources Department to other departments, elected officials and outside agencies; and coordinates Department activities with those of other departments and outside agencies and organizations.
9. Provides executive level staff assistance to an Assistant City Manager; participates on a variety of boards, commissions and committees; and prepares and present staff reports and other necessary correspondence.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
12. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations, services and activities of a comprehensive, municipal human resources program.
 - Principles and practices of human resources management and administration.
 - Principles and practices of program development and administration.
 - Methods and techniques of investigation, training, counseling and conflict resolution.
 - Principles and practices of municipal budget preparation and administration.
 - Principles and practices, and recent developments in risk management, workers compensation, and property and casualty insurance programs.
 - Recent developments, current literature and sources of information related to the development, implementation and administration of human resources programs.
 - Rules, regulations and governing principles pertinent to human resources.
 - Principles of supervision, training and performance evaluation.
 - Pertinent federal, state and local laws, codes and regulations.
 - Texas Local Government Code Chapter 143; Municipal Civil Service for Fire Fighters and Police Officers
- **Skill in:**
 - Organization and time management.
 - Strategic and critical thinking.
 - Problem solving.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Manage and direct a comprehensive human resources program.
 - Develop and administer departmental goals, objectives and procedures.

- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize and coordinate the work of subordinate staff.
- Delegate authority and responsibility.
- Interpret and apply laws, rules and regulations governing the implementation and administration of human resources programs.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in human resources management, business or public administration, psychology, sociology or a related field and eight years of responsible experience in all phases of human resources administration, including four years of administrative and supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. 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.