



**Code: 8759**  
Family: Human Resources  
Service: Public Safety  
Group: Fire Service  
Series: Firefighting

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## **CLASS TITLE: ASSISTANT DIRECTOR OF PERSONNEL SERVICES**

### **CHARACTERISTICS OF THE CLASS**

Under direction, manages and administers human resource functions for uniform and civilian staff in the Chicago Fire Department, and performs related duties as required

### **ESSENTIAL DUTIES**

#### **Under the direction of the Director of Personnel:**

- Manages the hiring and employment processing functions for uniformed fire personnel, ensuring compliance with the City's Hiring Plan, hiring guidelines and processes for new uniformed fire personnel, and employment processing and personnel records requirements
- Establishes and implements work processes and procedures for personnel activities including the notification and processing of candidates for the fire academy, the administration of promotional hiring process and the request for assignment transfer process
- Coordinates work efforts with other departmental sections to ensure the accuracy of notifications to eligible fire academy candidates and the efficient processing of new employee paperwork for candidates
- Oversees the maintenance of employee personnel records for uniformed and civilian employees, ensuring all personnel actions are recorded and required forms are completed and on file
- Provides information and guidance to departmental managers on personnel programs and issues including policies and procedures for leaves of absence, tuition reimbursement program, and cross training of uniformed fire and paramedic personnel
- Directs staff engaged in the review of assignment transfer requests by uniformed personnel, ensuring established policies are followed in the timely submission of requests, processing of paperwork and application of established criteria and rules for the approval of transfer requests
- Administers the promotional process, supervising and directing staff in the preparation and processing of required hiring forms and the posting of available positions and monitors and ensures appropriate selection procedures and processes procedures are followed
- Oversees the processing of personnel documents including personnel/payroll forms, reinstatements, military leave, terminations, and related actions
- Directs the provision of benefits information to employees and works with the Benefits Office to assist employees in resolving problems
- Assists departmental managers and supervisors in developing performance standards for employee performance evaluations
- Confers with the Department of Human Resources on the implementation of new and revised personnel programs, matters relating to classification and compensation, recruitment, employee selection and hiring procedures and other areas of personnel administration
- Directs the conduct of new employee orientation programs, exit interviews and related training and development activities
- Develops and oversees the preparation of various personnel reports, statistics and studies for review by management
- Assists in preparing the annual hiring and promotional plans

**CLASS TITLE: ASSISTANT DIRECTOR OF PERSONNEL SERVICES**

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**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

**MINIMUM QUALIFICATIONS****Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Human Resources Management, Business Administration, Public Administration, or a directly related field, plus five years of professional personnel experience of which three years is in a supervisory role related to the responsibilities of the position.

**Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment.

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerable knowledge of:

- \*human resource administration principles, policies, practices, and techniques
- human resource policies and procedures as they relate to the Chicago Fire Department
- applicable employee benefits policies and procedures
- applicable federal (e.g., EEOC, FLSA, ADA) and state laws, regulations, and guidelines

Moderate knowledge of:

- \*management and supervisory methods, practices, and procedures
- training methods, practices, procedures, and resources
- budget preparation methods, practices, and procedures
- applicable writing techniques and
- applicable computer software packages and applications (e.g., Microsoft Office, Project Management software)

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making

**CLASS TITLE: ASSISTANT DIRECTOR OF PERSONNEL SERVICES**

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- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

**CODE: 8759**

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The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
March, 2013