



Administrative Regulations

Office of the Mayor

Title: DIRECTOR OF THE DEPARTMENT OF HUMAN RESOURCES
DUTIES AND RESPONSIBILITIES

A.R. Number: 5.27 **Effective Date:** 7/1/2023 **Page:** 1 of 2

Supersedes: N/A **A.R.:** N/A **DATED:** N/A

I. PURPOSE

This policy establishes the duties and responsibilities of the Director of the Department of Human Resources for the City of Richmond.

II. POLICY

The Director of Human Resources (Director) or designee is authorized to interpret and apply city policies and regulations and issue procedural directives to implement the policies and regulations. City policies and regulations shall not be construed as limiting the power and authority of any appointing authority/department head to make agency/department policies and regulations governing the conduct and performance of employees, provided that such agency/department policies and regulations shall not conflict with provisions of city policies or regulations or City Code or be contrary to law. In instances of conflict, the interpretation of the Director is final.

III. PROCEDURE

Every appointing authority/department head or designee shall, within their agency, administer the human resource system established by the Director of the Department of Human Resources and city policies and regulations. The appointing authority/department head retain management responsibility for actions taken or not taken and remain accountable for the administration of the human resources system within their agency. Policies and regulations are reviewed with employees upon hire and are available through the internet, intranet, and the Department of Human Resources upon request.

IV. RESPONSIBILITY

Chief Administrative Officer – The Chief Administrative Officer is responsible for hiring or appointing the Director of the Department of Human Resources.

Department of Human Resources (HR) – HR is responsible for oversight and administration of this policy. HR is the central repository for all personnel files and information. HR shall make available all necessary procedures and forms to departments and employees and provide guidance when questions arise.

Appointing Authority and/or Department Head(s) – The appointing authority/department head is responsible for abiding by the requirements and processes of this policy.



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VI. REGULATION UPDATE

Modifications to this policy shall be the responsibility of the Department of Human Resources under the advisement of the Chief Administrative Officer.

Approval


CHIEF ADMINISTRATIVE OFFICER


MAYOR