

HUMAN RESOURCES MANAGER

DEFINITION

To plan, organize and manage the Human Resources Department programs including employee benefits and retirement, recruitment and selection, policy and procedure development, classification and compensation studies, training and development, labor and employee relations, worker's compensation and safety.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Director of Administrative Services. Responsibilities include the direct supervision of Human Resources staff. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Manage all phases of the City's Human Resources Department, including employee benefits and retirement, recruitment and selection, policy and procedure development, classification and compensation studies, training and development, labor and employee relations, workers' compensation and safety. Provide information to City departments. staff, and the general public on human resources law, policies, procedures. Develop goals and objectives, manuals, policies, procedures and forms necessary to the effective operation of the department. Hire, train, evaluate and supervise the assigned staff. Analyze applicable legislation and regulations to determine effects on personnel programs and services; and recommend procedures to ensure compliance. Oversee City recruitment and selection activities, including examination development and administration. Conduct complex compensation and classification studies and provide written reports with recommendations. Prepare background materials for labor negotiations. Coordinate and develop centralized employee training programs. Oversee the workers' compensation claims of the City acting as a liaison with the department director, supervisor, the employee and the City's contract risk manager. Consult with and advise employees, department directors, managers and supervisors regarding city polices, practices, ordinances, resolutions and personnel related problems. Conduct disciplinary and other such investigations and recommend course of action. Resolve issues related to claims against the City from federal and state agencies. Assures that positive public relations and effective working relationships are maintained by the Department with other City departments, employees, bargaining groups, the general public, and the City Council. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Review work methods and procedures to ensure effective work flow and compliance with established policies and procedures. Promote and maintain safety in the work place. Represent the department before the City Council, community, outside agencies and at professional meetings as requested. Develop, administer and monitor the Human Resources budget. Monitor the performance evaluation system of the City ensuring the completion of accurate, objective and timely performance reports. Act as staff liason to the Personnel Board. Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of human resources management, local government organization, and administration, including recruitment and selection, classification and compensation, and labor relations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs, particularly in the area of human resources.

Codes, ordinances, resolutions, employment laws, recent developments, current literature and sources of information.

English grammar, spelling, punctuation, and vocabulary.

Operation and programs of a personal computer.

Skill to:

Analyze feasibility of projects and proposed programs; prepare complete and accurate reports while applying a high degree of independent judgment.

Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives.

Delegate responsibility; schedule and program work on a long-term basis.

Communicate effectively, orally and in writing; make effective public presentations.

Select, supervise, train, evaluate and discipline subordinates.

Efficiently operate a personal computer.

Establish and maintain effective working relationships with employees and the public.

Ability to:

Plan, organize and direct the activities of the Human Resources Department; use financial, technological and staff resources effectively; set priorities, work well under pressure and meet deadlines.

Exercise sound and independent judgment in the solution of personnel problems; understand, interpret and apply personnel rules and regulations.

Tactfully and effectively interact with all people regardless of race, ethnicity, sex, age or economic status; deal patiently and tactfully with other employees, department directors, bargaining groups, elected officials, outside agencies, and citizens.

Identify, coordinate and resolve a wide variety of interests in the development of programs; deal constructively with conflict and develop a consensus.

Collect, compile, and analyze information and data and prepare reports with recommendations.

Supervise, train, and evaluate assigned staff.

Establish and maintain effective working relationships with those contacted in the performance of required work.

Minimum Experience and Education

Experience:

Four years of professional human resources experience, including one year of supervision.

Education:

Bachelor's degree from an accredited college or university with major work in personnel, public administration, business, psychology or a closely related field. A master's degree is desirable.

<u>License</u>:

Required upon hire, possession of a valid California Driver's License.

Council Action: November 6, 2007