

HUMAN RESOURCES MANAGER

DEFINITION

Under general direction, plans, organizes, and provides direction and oversight for Human Resources Division functions including classification and compensation, recruitment, selection, employee benefits, wellness and engagement, workers' compensation and safety, labor and employee relations, training, learning and organizational development. The Human Resources Manager provides highly responsible and complex Human Resources support to City Management.

DISTINGUISHING CHARACTERISTICS:

This position oversees, directs, and participates in all Human Resources Division programs, including the day-to-day operations and both short and long-range planning and budgeting. Responsibilities include coordinating the activities of the Human Resources Division with other City departments and divisions, and managing the complex and varied functions of the Division. The incumbent is accountable for accomplishing program planning and operational goals and objectives for the Division, and furthering City goals and objectives within general policy guidelines.

SUPERVISION RECEIVED AND EXERCISED

General direction provided by the City Manager and/or Assistant City Manager.

May exercise direct supervision over professional and administrative staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Essential

Plan, direct, and administer all Human Resources programs and functions including advising executive and management staff regarding sound Human Resources practices and techniques to effectively plan for and manage the City's workforce.

Develop and implement the Human Resources Division's goals, objectives, policies and programs in accordance with City policies, goals and objectives.

Supervise staff performing Human Resources Division functions, schedule activities and set work priorities, provide staff development and evaluate work performance.

Direct and administer employee relations activities including contract interpretation, grievance process administration, progressive discipline, facilitate negotiation of new and revised policies and procedures, and maintain ongoing communication with employee unions and associations.

Consult with the City Manager, Assistant City Manager, department and division heads, employee representatives and others on matters related to policy interpretation, discipline, grievances and other personnel practices and matters.

Coordinate with the City's Risk Management JPA on Workers' Compensation cases, general liability and provision of safety programs.

Maintain the City's Injury and Illness Prevention Program (IIPP), ensure compliance and perform all related functions.

Provide strategic assistance in labor negotiations.

Develop, direct, and administer the City's classification and compensation systems including recommending the adoption or elimination of classifications, recommending salaries, conduction compensation and benefit surveys, and participating in the development of related strategies for labor negotiations.

Develop and administer City-wide development and training programs, and employee wellness programs.

Direct and administer a comprehensive employee benefits program, administer contracts and plan documents, and monitor the work of third-party administrators.

Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

Serve as the liaison for the Human Resources division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.

Remain current of professional and legal issues and continually monitor's the City's compliance with federal, state and local laws and regulations as it pertains to Human Resources.

Prepare City Council staff reports and resolutions relating to implementation of new salary levels and amendments to the City's Classification plan and other items affecting the Human Resources Division.

Plan and manage administrative work related to personnel action, mediating any disputes between employees and benefit providers.

Administer the maintenance of accurate, complete and up to date confidential personnel files.

Participate in the development and implementation of new systems for efficient and effective performance in all above areas.

Important

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of human resources management in a public agency, including methods and techniques for recruitment, selection, equal employment opportunity, classification, compensation, benefit analysis and administration, employee and labor relations, employee and organizational development, workers' compensation and safety;

Organizational and management practices for analyzing and evaluating programs, policies, and operational needs related to human resources.

Extensive knowledge of governmental functions and paths of coordination

Practices and techniques for evaluating and managing outcomes, including the maintenance and analysis of human resources metrics.

Principles and practices of planning and administering multiple and complex projects and/or programs.

Principles and practices of municipal budget preparation and administration.

Principles and practices of effective supervision, including employee development and performance management.

Pertinent Federal, State and local laws, ordinances and regulations governing Human Resources practices.

Ability to:

Plan, organize, administer, coordinate, review and evaluate all areas of a comprehensive human resources program including formulating and administering best practices and sound human resources policies, procedures, and programs for all levels of City management and employees.

Oversee, direct and coordinate the work of assigned staff.

Develop and implement goals, objectives, policies, procedures, work standards and controls for the Division.

Provide staff support in complex, sensitive, or difficult human resources issues requiring a high level of independent judgment, strong analytical skills, strong interpersonal skills, and creativity.

Prepare and administer large program budgets.

Prepare clear and concise reports, correspondence, procedures, instructions and other written materials.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate innovative service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations governing human resources practices.

Communicate clearly and concisely, both orally and in writing.

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

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of relevant work experience, preferably in the Human Resource Management area. Local government experience is highly desirable.

Education:

Equivalent to a Bachelor's degree in Business Administration, Industrial Relations, Organizational Studies or related field.

LICENCE AND CERTIFICATE:

Possession of a valid California Driver's license

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: 3 to 6 hours of sitting, face-to-face or verbal contact, finger dexterity, light grasping, eye-hand coordination, conversations and telephone conversations; up to 3 hours of standing, walking, bending, crouching, stooping, twisting, turning, firm grasping, reaching forward or overhead, pinching, driving, vision accuracy (far), depth perception, field of vision, accommodation, color vision; up to 3 hours of lifting, carrying or pushing/pulling 10lbs. or less; 6 to 8 hours of vision accuracy (near).

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: abstract variables; interpreting, taking, comprehending and following instructions; standard problems; simple to complex- reading, writing, and math skills; spatial; clerical; forming, coordinating, analyzing, compiling, comparing, mentoring, negotiating, supervising, diverting, persuading, speaking-signaling, serving; performing simple repetitive tasks to varied, complex tasks; maintain work pace; relate to other people; influence other people; generalizing; evaluating; responsibility for direction.

WORK ENVIRONMENT:

Work is performed indoors; using a computer or other office equipment; working alone; working around or with others.