

HUMAN RESOURCES MANAGER

DEFINITION

Under general direction, is responsible for overall management, coordination, administration and supervision of all City human resources activities, functions and services; performs other related work as required.

DISTINGUISHING CHARACTERISTICS

Work in this class is characterized by operational management of City human resources activities, functions and services including both short- and long-range planning, and by the wide scope of administrative responsibilities including coordinating human resources activities with other departments.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Plans, coordinates, develops and implements comprehensive human resources services, programs, functions, and activities, including advising executive management staff regarding sound human resources practices and techniques to effectively plan for and manage the City's workforce.
2. Plans, organizes, coordinates, and manages all work related to the City's human resources, labor relations and employee relations services and operations, including bargaining unit negotiations and contract interpretation and implementation; employment management consisting of recruitment, examination and selection; classification and compensation; benefits administration; employment data management and personnel transactions and records; human resources information systems (HRIS); and training and staff development.
3. Develops and implements Human Resources Department goals, objectives, policies and programs in accordance with City policies, goals, and objectives; determines priorities, staff assignments and work methods.
4. Manages and administers a comprehensive recruitment and selection program in accordance with established position control of authorized positions, and with applicable local, state and federal rules and regulations.
5. Provides and oversees provision of staff support to assigned boards and commissions including the Civil Service Board and the Pension Board; may serve as Executive Secretary to the City's Civil Service Board and administers the City's Civil Service System ensuring compliance with the Civil Service Ordinance and the Civil Service Rules.
6. Develops, manages and administers the City's position classification and compensation systems including recommending the adoption or elimination of classifications, recommending salaries, conducting compensation and benefit surveys, and participating in the development of related strategies for labor negotiations.
7. Manages and administers a comprehensive employee benefits program, administers contracts and plan documents, and monitors the work of third party administrators.
8. Manages and administers citywide staff development and training programs.
9. Manages and administers employee relations activities including contract interpretation, grievance process administration, negotiations of new and revised policies and procedures, and maintaining on-going communication with employee unions and associations.
10. Identifies legal requirements and government regulations affecting human resources functions, and ensures policies, procedures and reporting are in compliance.
11. Researches, compiles, analyzes and evaluates general and statistical information regarding selection procedures, recruitment methods, benefits administration, compensations, and other human resources practices.
12. Coordinates and controls the preparation, review and analysis of human resources related reports and studies; prepares and presents reports to the City Council.
13. Coordinates activities with other departments and agencies; provides information and assistance regarding human resources matters, policies and procedures.
14. May function as acting department head as required.
15. Participates in preparation and administration of Human Resources budget.

16. Supervises, trains and evaluates assigned staff.

WORKING CONDITIONS:

- Indoor office or station environment.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer keyboard or calculator and to operate standard office equipment.
- Seeing to interpret, read, and maintain various documents, such as files, contracts, and reports, in electronic and non-electronic formats.
- Hearing and speaking to present and exchange information and to communicate in person and by telephone.
- Frequent sitting for extended periods of time
- Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Occasionally lift, carry, push, and pull materials and objects up to 25 pounds.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from an accredited college or university with major course work in human resources, industrial relations, public or business administration or related field.

Experience: Five years of broad human resources management experience including substantial supervisory experience, preferably in a public agency or governmental setting.

Knowledge

Knowledge of principles and practices of public sector human resources management and administration; employment management including recruitment, examination and selection; classification and compensation analysis and administration; health and welfare benefits administration including cost structure of employee benefits; employee relations and progressive discipline; staff development and training; labor relations including contract negotiations, and addressing grievance and arbitration procedures; principles and practices of human resources information systems particularly as related to integration and application to payroll and accounting functions; applicable federal, state and local laws and regulations.

Ability

Ability to effectively manage, coordinate and control all human resources functions and services; develop and implement comprehensive human resources, labor relations and employee relations services, programs, functions and activities; administer the City's Civil Service System; demonstrate effective leadership; develop and implement goals, objectives, policies, procedures, work standards and internal controls; determine priorities, staff assignments and work methods; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; interpret and apply relevant state, federal and local laws and regulations; interpret and explain complex governmental regulations, policies and procedures; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; prepare complex analytical studies and reports; set priorities, meet deadlines, and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; act with resourcefulness, courtesy and initiative; establish and maintain effective working relationships with employees, public officials, other departments, divisions and agencies, employee union or association representatives, vendors and the general public; and supervise, train and evaluate assigned staff.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

~~May require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.~~