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## HUMAN RESOURCES MANAGER

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### **DEFINITION**

Under general direction, plans, coordinates and supervises staff and activities involved in administration of city's Human Resources programs; provides complex and technical Human Resources related assistance to Department Directors, Division Managers, the Assistant City Manager and/or the City Manager.

### **SUPERVISION EXERCISED**

Supervises Human Resources and Senior Human Resources Analysts.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include but are not limited to:

Plans, directs and manages recruitment and selection process, including development of job announcements, placement of ads in newspapers and professional journals, scheduling interviews, administering tests and preparing eligibility lists.

Supervise and participate in conducting compensation and benefits survey and studies gathering information from other cities and agencies.

Development of policies, procedures, forms and practices to improve Human Resources operations and efficiencies.

Analyze proposed legislation identifying impact on employees, employer and city's Human Resources program; prepare letters of support/opposition.

Supervise benefit administration, including annual open enrollment for health, dental and vision plans.

Represent city during meet and confer; cost proposals; develop recommendations regarding proposals and counter proposals, modifications to Memoranda of Understanding, Personnel Rules and Regulations and related policies.

Manage employee evaluation system including development of evaluation forms/processes, review of completed performance evaluations for city-wide consistency.

Develop and maintain classification and compensation system including development of and modifications to job descriptions.

Identify employee training needs, develop training programs and provide training seminars/classes.

Supervise city's workers' compensation program with employees and third party administrator.

Supervise Department of Transportation drug and alcohol testing program.

Prepare and monitor budget

Train, supervise, evaluate, motivate and discipline subordinate personnel.

Write letters, policies, memos, reports and related documents.

Assist in budget preparation, analysis and monitoring.

Perform related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Human Resources Manager assists the Assistant City Manager, City Manager and City Council in labor negotiations.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Principles of public administration, budget preparation and analysis, human resources, management, organizational development, systems and procedures.

Classification and compensation systems, theories, policies, procedures.

Federal and State legislative process and procedures.

Federal, state and local laws, ordinances, policies and procedures.

Survey techniques, statistics and report writing.

Principles of employee training.

Ability and Skill to:

Plan, coordinate and perform surveys, analyses and prepare complex reports.

Collect and analyze data, present findings objectively, clearly and concisely and prepare reports with conclusions and recommendations.

Develop positive relationships with employees and management and negotiate Memoranda of Understanding.

Train employees in a variety of subjects.

Train, supervise, evaluate, motivate and discipline subordinate personnel. Follow direction and policies with minimal supervision.

Communicate clearly both orally and in writing.

Establish and maintain effective working relationships with staff, Commissions, the City Council, City Manager and the public.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

BA/BS in public administration, business administration or related field and five (5) years experience in human resources, including labor negotiations. MA/MS highly desirable.

### **LICENSE OR CERTIFICATE**

Valid California Class C Driver's License and a good driving record.

### **ESSENTIAL JOB FUNCTIONS/A.D.A**

Essential job functions and A.D.A. requirements include:

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents.

Ability to sit for two hours at a time.

Ability to lift up to 15 pounds.

Ability to climb a footstool or ladder for the purposes of retrieving records.

Ability to get from one location to another in the course of doing business.