



Human Resources Manager

Summary

Plan, manage, and direct the city's human resources services and functions. These functions include recruitment, examination and selection, classification and compensation, employer compliance, employment data and records, employee and labor relations, benefits administration, workers' compensation, and workplace safety.

Class Characteristics

General direction is provided by the City Manager and Administrative Services Director; responsibilities include the direct and indirect supervision of lower level professional, technical, and clerical personnel.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Formulate, recommend, interpret, and implement rules, policies, and procedures.

Identify legal requirements and government regulations affecting human resource functions, and ensures policies, procedures, and reporting are in compliance.

Direct the administration of the recruitment, examination, and selection of personnel.

Maintain and administer the classification and compensation program.

Direct the administration of the City's benefits programs including the California Public Employees' Retirement System (CalPERS) program, workers' compensation, unemployment insurance, health, dental, vision, and other benefit programs.

Conduct labor negotiations and implement Memorandums of Understanding and Compensation Plans.

Administer and serve as a resource for the City's Safety Program including the Injury and Illness Prevention Program.

Provide technical expertise and assistance to employees, supervisors, and managers on employee performance, discipline, supervision, and grievances.

Investigate complaints and recommend appropriate action.

Advise, confer, and counsel employees, supervisors, and managers in the handling of interpersonal relationships, conflict resolution, and consensus building.

Assist in the mediation and resolution of workplace conflicts.

Provide employee training and development programs.

Supervise the processing of personnel transactions and the maintenance of appropriate employment data and records.

Direct the employee performance evaluation system.

Prepare the division's annual budget and annual report.

Represent the City's Human Resources Division with community groups and other governmental agencies.

Perform related duties as assigned.

Skills/Abilities:

Plan, manage, and direct the City's human resources programs.

Interpret and apply a variety of human resources rules, laws, and policies; develop recommendations for human resources rules and policies.

Facilitate communication between all parties and keep in balance the best interest of all.

Listen, understand, and assist others to resolve organizational and interpersonal problems.

Exercise sound, thoughtful, and excellent judgment.

Resolve and/or mediate conflict.

Manage effectively under pressure and with competing demands.

Define problems, collect data, establish facts, and draw valid conclusions.

Continuously improve upon work procedures, practices, and methods.

Organize, prioritize, and direct a number of complex work projects.

Communicate effectively both verbally and in writing.

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

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit; use the computer keyboard and mouse, use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell; stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Principles and practices of public administration.

Human resource policies, rules, and regulations; laws, rules, and regulations affecting human resource administration and employment procedures.

Procedures and issues involved in administering benefit programs including workers' compensation, the California Public Employee Retirement System, and other benefit programs.

Individual and organizational behavior, motivation, and theories of current management practices.

Principles and practices of leadership and effective organizations.

Education and Experience

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

Education:

A Bachelor's degree in public or business administration, human resources, or a related field. A Master's degree is highly desirable.

Certifications/Licenses:

Five years of progressively responsible, professional public sector experience in human resources administration, and at least three years experience in a supervisory capacity. Direct experience working with local government labor relations and experience with sworn public safety is highly desirable.

Other Requirements:

Possession of a valid California Class C driver's license.

Established: 01/24/05

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Department: Administrative Services

FLSA Status: Exempt