

**HUMAN RESOURCES MANAGER**

Salary Range: 23 (Management Salary Schedule)

**DEFINITION**

Under general direction, to plan, organize, direct, supervise and administer the activities of the Human Resources Division; provide highly complex staff assistance to the City Manager, Chief Financial Officer, and others; perform related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a single-position management classification which has the responsibility for managing all aspects of the Human Resources Division.

**SUPERVISION EXERCISED AND RECEIVED**

The incumbent reports to the Chief Financial Officer and has responsibility for providing daily supervision to Human Resources staff.

**EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES**

Duties may include, but are not limited to the following:

- Plans, organizes and supervises the activities of professional, technical and administrative staff in the Human Resources Division.
- Responsible for the development and administration of the Division budget.
- Responsible for the coordination, preparation, and analysis of the City-wide compensation budget, including final and mid-year computations.
- Interprets and applies provisions of laws, rules and regulations related to human resources and payroll matters.
- Develops policies, procedures, standards and ordinances to ensure compliance with applicable laws and regulations.
- Administers group benefit programs and insurance and retirement programs such as Workers Compensation, Unemployment Insurance, and the California Public Employees Retirement System.
- Oversees the Employee Assistance Program.
- Interprets and advises staff on applicable laws, regulations, policies and procedures.
- Analyzes and evaluates department or agency classification needs; recommends studies and changes in the classification plan; conducts or coordinates classification and salary studies; prepares class specifications and recommends adoption or revision of specifications.
- Coordinates Human Resources activities with other divisions, departments, governmental agencies and outside organizations
- Trains employees in work procedures, standards and safety practices, and reviews work in progress or upon completion for compliance with standards
- Responsible for the Citywide Payroll System, including but not limited to developing policies,

procedures, and systems to ensure the accurate and timely processing of payroll to ensure compliance with applicable laws and regulations; overseeing the preparation of payroll documents and timesheet data entry into the payroll system; overseeing the processing of new employees, employee terminations, leaves of absence, and other personnel actions.

- Gathers, assembles, preserves, and reports information to prepare notice of proposed disciplinary actions, pre-discipline (Skelly) hearing reports, or orders of disciplinary action connected with employee discipline cases.
- Investigates, prepares findings, and makes recommendations regarding complaints of unlawful discrimination or harassment.
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action
- Plans, recommends, and carries out recruitment programs; coordinates intensive recruitment efforts with operating departments; and develops sources of qualified applicants.
- Develops, analyzes, evaluates and administers written, oral, and performance examinations and other selection instruments.
- Participates in Departmental management meetings and works with Department Heads, managers and staff to resolve policy, procedural or operational issues
- Meets with Department Heads and managers to determine department or agency objectives, develops department or agency position on matters within the scope of meet and confer, serves as member of the City management team and participates in negotiations with employee organizations, and analyzes proposed changes to agreements.
- Responsible for the coordination, preparation, and analysis of financial proposals for labor negotiations.
- Prepares and maintains a variety of records, reports and correspondence related to program activities
- Attends and/or makes presentations as council, interagency, committee, and other meetings and conferences
- Acts on behalf of the Chief Financial Officer when needed

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Administrative principles and methods, including goal setting, program and budget development and implementation, personnel management and supervision
- City organization and functions; laws, rules and regulations governing human resources, payroll, and labor relations activities
- Principles, practices and techniques of public human resources management, including recruitment, selection, classification, compensation, payroll, employee relations, benefits, workers compensation, training, and labor relations
- Contemporary trends and practices of human resources operations
- Principles and methods of position classification, examination development, job analysis

and organization in the public sector; accepted practices to determine job content, evaluate complexity and difficulty of job duties, and identify required skills, knowledge and abilities

- Principles and practices of administering contracts with employee organizations, processing grievances, and dealing with disciplinary matters
- Advanced principles and practices of public sector labor relations administration including interpretation and application of negotiated agreements, employer employee relations practices, meet and confer obligations and progressive discipline
- Applicable federal, state and local laws and regulations and precedent court decisions regarding equal employment opportunity, employee health and safety, collective bargaining and labor relations
- Applicable federal, state and local employment compliance requirements and precedent court decisions including Civil Rights Act, Americans with Disabilities Act, Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, Fair Labor Standards Act, Age Discrimination in Employment Act, and Worker's Compensation.
- Applicable federal and state payroll tax laws
- Principles and methods for investigating and resolving grievances and complaints
- Payroll systems and legal requirements

**Ability to:**

- Plan, organize, assign, supervise, review and evaluate the activities of program areas within the Human Resources Division
- Select, train, motivate and evaluate staff
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards
- Coordinate division activities with other City departments and agencies as required
- Establish and maintain a high level of communication, cooperation and understanding among all levels of City staff with regard to human resources policies and programs
- Administer labor relations agreements fairly and effectively
- Analyze complex problems, evaluating alternatives, and making sound recommendations related to program activities
- Prepare and administer the division budget
- Establish and maintain effective working relationships with those contacted in the course of the work
- Use computer technology and applications in the performance of daily activities
- Prepare and present clear, concise and logical written and oral reports
- Attend and make presentations at Council, interagency committees, and other meetings
- Utilize discretion in the handling and disclosure of confidential information
- Organize and set priorities for a variety of projects and tasks in an effective and efficient manner to ensure meeting of deadlines
- Prepare clear and concise program documentation, user procedures, reports of work performed, and other written materials
- Exercise sound independent judgment within established guidelines
- Establish and maintain effective working relationships with those contacted in the course

- of the work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

**Minimum Qualifications:**

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to a Bachelor's degree with major course work from an accredited college or university in human resources management, public or business administration, organizational development, industrial psychology, or a closely related field AND five years of increasingly responsible, recent experience in human resources management including at least four years in a supervisory or senior administrative capacity.

**GENERAL QUALIFICATIONS**

**License Requirements:**

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**Physical Requirements:**

The incumbent appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and carry computer and other equipment, reports and records that typically weigh less than 10 pounds; may move heavy and/or awkward objects to gain access to computer networks.

**Working Conditions:**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends and holidays, and participates in afterhours on-call assignments.

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This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.