

HUMAN RESOURCES MANAGER

DEFINITION

To plan, organize, direct and coordinate assigned operations within the Human Resources department including City-wide training, organizational development, recruitment and selection, classification and compensation, benefits administration and payroll and personnel actions; to coordinate activities with other departments; and to provide highly complex staff assistance to the Human Resources Director.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Human Resources Director.

Exercises direct supervision over assigned professional, technical and clerical personnel.

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

Develop, manage and implement the administration and operations of the City's recruitment and selection policies, processes and procedures; monitor program to ensure compliance with applicable laws, guidelines and regulations.

Develop, manage and implement the processing and maintenance of a comprehensive benefit plan including health, dental and life insurance, long term disability, flexible spending, and other benefits; administer the City's open enrollment process.

Develop, manage and implement and evaluate the City's classification and compensation plan, policies, processes, and procedures; manage, coordinate, and monitor the larger classification/compensation studies conducted on a City-wide basis; plan, oversee and review the conduct of job analyses and development of recommendations for position allocations; develop salary and total compensation survey and resultant salary recommendations.

Manage and direct the maintenance, implementation and use of the City's HRIS system and performance evaluation system; analyze and develop forms and procedures associated with computer applications; oversee maintenance of department intranet and internet pages.

Develop, manage, and implement the City's training and professional development program by compiling and evaluating information about organizational needs, conducting needs assessments, developing course content, and methods of evaluation; plan and present workshops; monitor training programs to ensure consistent presentation of the City's mission, policies and procedures and quality customer service; oversee development and maintenance of a computerized system to track employee training and provide an inventory of skills and knowledge.

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Develop an organizational development strategy and implement and monitor programs, policies and procedures in organizational restructuring, process redesign, training, continuing education, career development, succession planning, process improvement and change management.

Provide oversight to the City's volunteer program working with departments to publicize opportunities and with non profit groups to post activities in a community wide database.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Prepare budget for assigned programs; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of public sector human resources administration to include recruitment and selection, classification and pay, organizational analysis and development, performance management, employee benefits administration, leave management administration, deferred compensation and public retirement systems.

Organization, structure, and operations of public sector organizations.

Principles and practices of employee training development and successful adult learning methods.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize, implement and direct difficult and complex human resources work, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.

Organize, implement and direct the City's classification and compensation plan; employee and labor relations activities; and comprehensive benefit programs.

Analyze systems, administrative and management practices and identify opportunities for improvement; analyze situations quickly and objectively, apply appropriate elements of decision-making and determine the proper course of action.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.

Perform the most complex work of the department.

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

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

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

Communicate clearly and concisely, both orally and in writing.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in human resources, including two years of supervisory responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration, organizational development or a related field.

License or Certificate

Possession of a valid California driver's license.

08-04-16

08-25-12

09-26-09 Human Resources Manager