HUMAN RESOURCES MANAGER

DEFINITION

Under administrative direction, plans, organizes and administers City personnel, labor relations, affirmative action, and employee development functions; provides professional assistance to management staff in personnel and related matters; performs related work as assigned. This single position class manages all activities throughout the City related to Human Resources Management, which includes recruitment and selection, affirmative action, job analysis and classification, compliance with FMLA, FLSA and ADA statues and regulations, compensation and benefits administration, anti-harassment training, complaint and investigations, employee training and development, and employee records maintenance.

EXAMPLES OF DUTIES

1. Confers with City management and elected officials regarding personnel, affirmative action, or employee relations activities or other employee problems. Directs the implementation of City's anti-harassment policy for protected groups, directs comprehensive classification and compensation program; directs programs of employee training and development.

2. Directs recruitment, selection and hiring activities for permanent, part time City staff, temporary and contract non-City workers; interprets City policies and procedures to employees; explains MOU provisions to employees, orients new employees to City policies, procedures and benefits.

3. Employee benefits management: medical, dental, vision, disability and life insurance – premium payments, annual plan renewals, open enrollment, enrollments and terminations. Administers COBRA & HIPAA rules. Provides technical assistance regarding claims, medical reimbursements, and life insurance claims.

4. Conducts internal investigations related to employee discipline and harassment issues and recommends courses of action and grievance resolution.

5. Administers City's Worker's Compensation Program for all employees and volunteers.

6. Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives and recommendations; represents City in meetings with representatives of other governmental agencies, professional and business organizations, employee organizations and the public. Ensures City compliance with all personnel rules and regulations.

7. Monitors developments and legislation related to human resource matters; evaluates their impact upon City operations and recommends and implements policy and procedural improvements.

8. Administers Citizens On Patrol Services Programs (COPS) for the benefit and safety of citizens.

9. Participates on a variety of selection boards, panels and committees; prepare and present staff reports and other necessary correspondence.

10. Attends and participates in professional group meetings; stay abreast of new trends and innovations in various fields relative to human resource management.

11. Responds to and resolves difficult and sensitive employee inquires and complaints.

12. Participates in the City's safety program and Safety Committee.

13. Works with employees in analyzing work assignments, job descriptions, desk audits, adjustments in job performance and output and makes recommendations for reclassifications and promotions to the Department Heads and City Manager.

14. Prepares budgets, monitors, controls expenditures and processes invoices for payments relating to various programs and projects in responsible areas.

15. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

QUALIFICATIONS/GUIDELINES

Education and/or Experience

Four year degree from a recognized college or university with major course work in business or public administration, employee relations, industrial psychology or a closely related field; Master's degree desirable; four years experience in various areas of human resource functions, including labor relations. Experience in a public agency is desirable.

Knowledge, Skills and Abilities

Must have knowledge of principles and practices of labor relations in public agency setting, including effective negotiating techniques; principles, practices and techniques of public personnel administration, including recruitment selection and hiring, affirmative action, classification, compensation and benefits administration, employee development and anti-harassment policies, procedures and investigations; administrative principles and methods, including goal setting, program and budget development and implementation, and employee supervision; applicable federal, state and local laws and regulations. Must have skill in planning, organizing, administering, reviewing and evaluating a personnel services program; negotiating effectively with varied labor organizations; developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls; designing effective recruitment programs to obtain qualified employees; developing valid and effective selection procedures; conducting classification, compensation and benefits studies; exercising sound independent judgment within general policy guidelines and legal constraints; establishing and maintaining effective working relationships; representing the City effectively in meetings with others; preparing clear, concise and competent reports, correspondence job descriptions and other written materials.

Necessary Special Requirement

Possession of or ability to obtain a valid California Driver's license and good driving record.

ESSENTIAL ELEMENTS

Aptitudes
Eye/hand coordination, hearing/listening and smelling.

Physical Demands
Limited stooping, sitting, limited kneeling, standing, walking, reaching, grasping, lifting (up to 50 pounds), manual/touching dexterity (hand and finger), carrying, clear seeing - general, close vision, color perception, clear speech - simple, driving vehicle, limited climbing, moving objects, hazards, and fatigue.

Mental Requirements
Complex reading and writing, memorization, perception/comprehension, analyzing, math skills, judgment, and decision making.

Stress Factors
High pressure in assisting the public, staff and elected officials. Ability to interpret and explain actions to the public and City Council.

Work Environment
Works alone, with the public, staff and elected officials, has verbal contact with others, face-to-face and telephone contact.

Equipment
Computer, keyboard, telephone, calculator, photocopiers, facsimile machines, typewriters, computer printer, and maintenance tool equipment.