



## HUMAN RESOURCES MANAGER

### **Definition:**

Under the general direction of the Assistant City Manager, performs highly complex and varied professional level human resources work. The incumbent manages the Human Resources Division, and reviews, recommends, and implements programs related to human resources and payroll administration.

### **Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Manages the recruitment process, including analyzing requests to fill positions, obtaining information on classifications to be filled, reviewing applications, interviewing applicants, and selecting or assisting interview panels in the assessment of candidates.
2. Manages classification functions, including performing task analyses, researching position duties and responsibilities, and preparing job specifications.
3. Plans, coordinates, and directs activities relating to salary administration, including developing, implementing, and/or maintaining the City's compensation philosophy and conducting salary and benefits surveys, analyzing results, and delivering recommendations to senior management.
4. Manages payroll administration for the City, including special payroll related projects.
5. Administers the full benefit program for City employees, including the evaluation, recommendation, negotiation, and implementation of new and/or enhanced programs.
6. Plans, develops, and recommends training and employee development programs, assessing short and long term training needs.
7. Participates in labor relations activities, including negotiations, ongoing communication, and joint ventures, as appropriate.
8. Manages the City's workers compensation, fingerprinting, DMV physical, and drug testing programs.
9. Interprets human resources laws, ordinances, MOUs, rules, etc., provides information, and advises regarding the resolution of complex human resource-related issues.
10. Interacts with Department Heads, supervisors, senior management, contract legal resources, employee association groups and representatives, and a variety of high-level officials, both internally and within the community.
11. Recommends Human Resources Division goals and objectives, and assists the Assistant City Manager with budget preparation for the Division.
12. Manages human resources staff, including workload distribution, scheduling, training, performance evaluations, work improvement plans, and disciplinary needs.
13. Coordinates the development and implementation of policies and procedures.

14. Assesses the degree to which human resource-related efforts have met their objectives and implements modifications where needed.
15. Prepares complex human resource recommendations to the City Council, City Manager, or Assistant City Manager in oral and written form.
16. Conducts special projects, investigations, compensation, and statistical studies as needed.
17. Performs other related duties as required.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Principles and practices of human resources management and payroll administration.
- General personnel policies and procedures applicable to the City.
- Overall operations, services, and activities of a contract municipality.
- Management skills to analyze programs, policies, and operational needs.
- Principles and techniques of negotiation and bargaining.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Methods and techniques of analysis related to a broad array of public administration issues, administrative research, and data analyses.
- Current literature, information sources, and research techniques in the field of human resource management.
- Record keeping principles and procedures.
- Office procedures, methods, and equipment, including computers and applicable software applications, such as word processing, spreadsheets, and databases, and HRIS/payroll programs.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

**Skill and Ability to:**

- Analyze situations carefully and adopt effective courses of action.
- Prepare clear, concise, and comprehensive reports and written materials.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Organize work and establish priorities for self and supervised staff.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply appropriate policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Search, compile, and analyze information.
- Maintain extensive and confidential records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

**Training and Experience:**

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a Bachelor's degree from an accredited college or university with major course work in human resources, business, public administration, or related field, and five years of increasingly responsible experience in human resources management, with two years of supervisory experience. Master's degree and SPHR and/or IPMA-CP designations are desirable. Municipal experience is preferred.

**Licenses and Certificates:**

Possession of a valid California driver's license is required by the date of hire.

**Physical Requirements and Working Conditions:**

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings and on weekends.