

HUMAN RESOURCES MANAGER

Job Summary:

Under the direction of the Administrative Services General Manager, directs the overall operation of the Human Resources Division, including Personnel Operations, Employee-Employer Relations, Risk Management and Employee Benefits pursuant to provisions of the Municipal Code.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plan, organize, staff, direct and control a variety of programs and activities related to and including recruitment, examination, selection, classification, EEO/Affirmative Action, compensation, counseling, employee relations, employee benefits, and risk management.
2. Develop plans, programs and operations to maximize the productivity of personnel.
3. Meet and confer with employee organization representatives as one of the designated representatives for the City.
4. Recommend parameters for wages and benefits and prepare data on estimated cost of proposals.
5. Process employee grievances and appeals.
6. Prepare and recommend revisions and amendments to personnel rules.
7. Administer employee benefit programs.
8. Ensure proper maintenance of personnel records.
9. Direct preparation of and administer the division's operational budget.
10. Prepare and/or review staff reports, resolutions, letters, memos, and other correspondence.
11. Assist other City staff with employee discipline issues.
12. Administer service contracts associated with areas of responsibility.
13. Serve as technical and professional advisor and provides staff support to Administrative Services General Manager.
14. Advise work groups on matters related to personnel.
15. Supervise, train and evaluate staff.
16. Serve on primary emergency response team in case of emergency or disaster in a position assigned by the City's Emergency Operations division.
17. Assist in administration of confidential employer-employee relations matters.
18. Attend meetings, conferences and seminars.
19. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Graduation from a recognized college or university with a baccalaureate degree in an occupationally related field or equivalent. Four (4) years of increasingly responsible full-time

paid experience in personnel administration, including at least 2 years in a supervisory capacity.

Knowledge of:

- Principles and practices of municipal personnel administration.
- Applicable laws, codes, regulations and policies affecting personnel-related operations.
- Budget preparation and control.
- Technical aspects of personnel work including classification, recruitment, testing, wages and salary administration.
- State and Federal laws, regulations and requirements related to personnel such as Affirmative Action, Equal Employment Opportunity and ADA.

Skill and Ability to:

- Efficiently and effectively manage personnel-related operations.
- Effectively carry out recruitments, salary surveys, classification studies, Equal Employment Opportunity/Affirmative Action Plans; oversee disciplinary matters in public agencies, employee benefits, risk management and other related programs.
- Conduct research and use statistical techniques.
- Make effective oral and written presentations.
- Deal with sensitive issues in a confidential manner.
- Supervise and evaluate the performance of assigned staff.
- Establish and maintain effective relationships with those contacted in the course of work and administer contracts for services provided by outside firms.

License and Certificate:

Possession of a valid California Class III driver's license and must be insurable by the City's insurance carrier.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Is subject to inside environmental conditions.
- May be required to work evenings and weekends.