

**TITLE: HUMAN RESOURCES MANAGER**

Initial Salary Range \$ 7585 - \$9481/month

**DEFINITION**

Under general direction of the Human Resources Director, organizes and manages a variety of complex and professional functions and analyses in support of city departments, such as recruitment and selection, employee relations, labor relations, classification, compensation, training and employee development, benefit and leave administration, organizational development, and personnel research; supervises professional, technical and support staff; is accountable as a supervisor for the Human Resources Department to achieve results in support of the City's mission, goals, policies, and objectives; and performs related duties as required.

**EXAMPLES OF DUTIES, RESPONSIBILITIES AND EXPECTATIONS:**

This position is accountable as a member of the management team to perform duties including but not limited to:

Develops and manages the implementation of goals, objectives, policies, procedures and work standards for the Human Resources divisions

Works collaboratively with City staff in resolving organizational and human resources issues, questions and challenges, while interpreting the MOU, internal policy and practice, and legal requirements

Provides guidance and supports managers and supervisors effectively in managing employee performance, evaluation and discipline, including assisting with reviewing or drafting performance evaluations, performance improvement plans and disciplinary documents and advising on legal and MOU requirements

Oversees and participates in a variety of organizational and operational studies; directs the conduct of surveys to determine the City's position in the labor market and identify wage, benefit and working condition trends; recommends development of or modifications to new and existing classification and compensation descriptions, policies and procedures

Manages, administers and monitors a broad variety of recruitment, testing, and selection procedures; works with management and hiring department representatives in order to establish recruitment methods and testing and selection processes for new and vacant positions

Manages, administers and oversees various employee benefit programs and employee leave administration

Administers and coordinates employee training and development programs; conducts training and orientation programs for specific subject curricula; coordinates training

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programs where required by law; develops, reviews, and approves training course content and media; manages City's various training programs and portals; assesses the success of training programs and offers suggestions and solutions for improvement as needed

Participates in labor negotiations; may serve on the City's labor negotiations team to assist in negotiating wages, hours, and other terms and conditions of employment; formulates and implements effective bargaining strategies and techniques; participates in the meet and confer process

Conducts, evaluates and reviews results of investigations of discrimination and harassment claims, actions of potential misconduct, and grievances as delegated by the Human Resources Director; provides findings and recommendations, and oversees the work of staff or contractors conducting investigations

Assists in the preparation, oversight and monitoring of the departmental budget; monitors expenditures and provides updates for assigned human resources and risk management programs

Researches and assists applicants, employees, other internal departments, agencies, and the general public regarding questions related to the City's employment and personnel practices and policies

Acts as the Department liaison to internal and external teams, committees, outside agencies, and the general public; represents the Department at meetings and conferences; and leads or participates in City-wide committees

Provides effective leadership to accomplish the administrative objectives of the City Manager and the policy goals of the City Council

Works irregular hours including evenings nights, weekends and holidays (when necessary); must be available for call-back and automatic return to work with a reasonable response time during off-duty hours for major emergencies, disasters, critical incidents and as otherwise required.

Conducts regular performance evaluations of personnel, giving frequent and specific feedback about personnel performance; holding employee accountable for doing their jobs and celebrating accomplishments and successes

Delivers outstanding internal and external customer service while solving problems and proactively creating sustainable solutions to issues

Conducts duties, responsibilities, tasks and assignments with a constructive, cooperative, positive, professional attitude and demeanor

Supports the City's mission, goals, policies and objectives

Supports the City's core values of: Openness and honesty; integrity and ethics; accountability; outstanding customer service; teamwork; excellence; and fiscal and environmental responsibility

Performs other related duties as required

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## CLASSIFICATION

This position is designated as Unclassified and is exempt from coverage under the Fair Labor Standards Act (FLSA) overtime regulations.

## QUALIFICATIONS

This position requires:

Knowledge of: Federal and State Labor laws, Equal Employment Opportunity laws and nondiscrimination regulations; principles and practices of public human resources administration, including recruitment, testing, selection, classification, job evaluation, compensation, training, organizational development; benefits, leaves, labor relations, and employee relations; personnel policies and labor contract provisions; research and analysis methods; principles of sound business communications; proper English usage, including spelling, punctuation, and grammar; word processing, spreadsheet, and human resources information systems and records management practices; budgeting techniques; customer service practices; principles of employee supervision and evaluation; and analytical practices, techniques and methods to accomplish the City's goals and objectives by combining the appropriate people, resources, process and time to achieve results.

The skills and/or ability to: Lead and provide technical direction to professional and technical staff; plan and administer projects and studies; conduct research and analyze human resources policies, practices, and programs; work collaboratively with other City staff in allocating and aligning resources with the needs of the organization; provide options and solutions to organizational and departmental challenges in the framework of MOU, rule and policy requirements; prepare, review, and evaluate report data; work effectively with applicants, staff, management, vendors, consultants, and the general public; organize and prioritize tasks to meet deadlines; exercise tact and diplomacy in dealing with sensitive, confidential personnel issues; listen actively and communicate effectively, both orally and in writing; exercise independent judgment and initiative within established guidelines; select, train, supervise and evaluate professional, technical and support staff; maintain confidentiality of sensitive data; operate computer hardware and modern office equipment and use word processing, spreadsheet, and human resources information systems software.

Education and Experience: Bachelor's degree in Human Resources Management, Public Administration, Business Administration, or a related field is required. A Master's degree in a related field is highly desirable. Five (5) years of increasingly responsible human resources professional experience in employee relations, labor relations, personnel policies and program research, recruitment and selection, classification and compensation, employee relations, benefits and leave administration and/or related areas is required. Previous experience with HRIS, applicant tracking and automated processes is highly desirable.

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Other Requirements: Possession of a current California Driver License is required. Professional certification from an accredited human resources association such as a PHR, SPHR, SHRM-CP, or SHRM-SCP, is highly desirable.

In addition, this position requires computer literacy with knowledge in the use of Microsoft Office; the ability to communicate using email programs; and an understanding of and adherence to City policies for information technology.

The position's expected competencies are sound decision-making skills; critical thinking ability; problem solving and innovation skills; drive for results; analytic skills; interpersonal, customer service and diplomatic skills; ethical conduct; and proven top performances.

The position requires meeting the physical employment standards for the job classification.

Job description statements describe the general nature and levels of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

#### PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Physical Abilities: While performing the duties of this class, the employee is required to sit for extended periods of time, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory Requirements: Sensory demands include the ability to see, talk, and hear.

Environmental Factors: Classification typically works in office conditions with controlled temperature settings. Some tasks may require working outdoors and include exposure to weather conditions, air pollution, traffic noise, and/or other conditions associated with outdoor activities.

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