



Human Resources Manager

THE POSITION

Under the general direction of the City Manager, the Human Resources Manager is responsible for performing complex human resources functions such as professional and technical duties related to human resources functions and programs including policy development, budget management, recruitment and selection, classification and compensation, risk management, safety, staff training, and employee/labor relations.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Confer with the City Manager on City-wide personnel policies and department specific policies, services, programs, and activities.
- Prepares recruitment plans, job announcements and other material for publicizing job opportunities. Reviews applications for interview selection candidates, conducts oral interviews and performance tests; analyzes and interprets test results; rates training and experience qualifications and scores; provides technical advice to Agency personnel in exam processes and procedures and advises departmental managers on selection and placement of employees.
- Monitors and evaluated the efficiency and effectiveness of human resources services and delivery. Develop, recommend, and implement new or revised human resources goals and objectives, programs, systems, policies, procedures, and methods of operation to improve efficiency and effectiveness.
- Administer employee benefits programs, including medical, dental, retirement, vision, and life insurance. Act as a liaison with department directors, supervisors, employees, and risk management.
- Confer with and advise management personnel and other employees on a variety of personnel issues, including performance evaluation, discipline, grievance procedures, interpretation of personnel policies, rules and procedures, and other related matters.
- Research, collect, compile, and analyze information from various sources on a variety of specialized human resources topics; prepare comprehensive technical records, reports, and summaries to present and interpret data, identify alternatives, and make and justify recommendations. Present reports and recommendations to the City Council.
- Serves as staff liaison to the Joint Powers Insurance Authority and such other boards and commissions as assigned.
- Participates in labor relations activities, including contract negotiations, and meet and confer sessions; prepare background materials for labor negotiations, draft MOU language and correspondence to association representatives. Receive, analyze, and resolve employee grievances.

- Conduct disciplinary and other investigations and recommend a course of action; prepare draft actions (reprimand, suspension, or termination); consult with legal staff on actions; present action to department director. Review ADA requests and provide recommendations.
- Coordinate human resources activities with those of other City departments and offices; provide staff assistance to the City Manager and City Council.
- Serve as a liaison with employees, public and private organizations, community groups, and other organizations; provide information and assistance regarding human resources programs and services; receive and respond to complaints and questions relating to human resources; review problems and recommend corrective actions.
- Monitor legislation and analyze proposed legislation to determine impact on human resources operations and programs.
- As a member of the City Manager's office, periodically coordinates and/or participates in special projects and tasks that are administrative in nature in support of department and city-wide programs and services.
- Coordinate and participate in a variety of special projects, including research of new programs and services in areas outside of human resources.
- Perform related duties and responsibilities as assigned.

JOB RELATED QUALIFICATIONS

- Knowledgeable of principles, methods and practices utilized in public sector human resources administration, including recruitment and selection, job analysis, classification, compensation, risk management, employee benefits, personnel record keeping and training and organizational development.
- Abreast on applicable federal, state, and local laws and regulations and precedent court decisions regarding equal employment opportunity, employee health and safety, collective bargaining, and labor relations, including Civil Rights Act, Americans with Disabilities Act, Family Medical Leave Act, California Family Rights Act, Pregnancy Disability leave, Fair Labor Standards Act, Sexual Harassment, Age Discrimination in Employment Act, Worker's Compensation, and Drug Free Workplace Act.
- Principles and practices of budget development, preparation, and expenditure control.
- Principles and practices of public sector labor relations administration including interpretation and application of negotiated agreements, employer employee relations practices, meet and confer obligations and progressive discipline.
- Principles and methods for investigating and resolving grievances and complaints.
- Organizational and management practices as applied to the analysis, evaluation, development and implementation of human resources programs, policies, and procedures.
- Principles and practices of performance management, including performance planning and evaluation.
- Techniques of effective recruitment and selection.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of human resources programs, services, and functions.
- Public relations techniques and methods.

- Modern office practices, methods, and computer equipment.
- Principles and procedures of financial and statistical analysis

OTHER ESSENTIAL CAPABILITIES

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of human resources goals.
- Research, analyze, and evaluate human resources programs, policies, and procedures.
- Prepare clear, concise, complete, and accurate correspondence and reports on a variety of human resources and administrative issues.
- Independently perform the full range of responsible and difficult analytical and administrative work involving the use of independent judgment and personal initiative.
- Effectively plan, direct, and administer a variety of human resources programs, functions, and administrative activities.
- Plan, organize, and carry out assignments from management staff with minimal supervision and direction.
- Conduct research on a wide variety of human resources and administrative topics.
- Communicate clearly and concisely, both orally and in writing.
- Make effective presentations to various committees, the City Council, and the public.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work, including employees, supervisors, department directors, bargaining group representatives, elected officials, outside agencies and members of the public.
- Interpret and apply complex policies, procedures, memoranda of understanding, and other human resource materials.
- Understand and address a variety of interests in the development of programs and resolution of problems, deal effectively with conflict, and develop consensus.
- Prepare and administer a budget.
- Develop and administer valid employment examinations from available resources in compliance with regulatory guidelines. Collect, organize, and analyze a variety of information and data.

MINIMUM JOB QUALIFICATIONS

Bachelor's degree from an accredited college or university with major course work in public administration or human resources management accompanied by 4+ years of increasingly responsible professional human resources experience involving recruitment, selection, classification, compensation, benefits, and/or employee/labor relations.

OR

HR Certification (SHRM-CP, SHRM-SCP, SPHR, PHR) in lieu of professional degree with accompanying years of experience

Experience in a public sector organization is preferred.

Possession of, or ability to obtain a valid California Driver's license is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Must possess the mobility to work in a standard office setting, attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.