



## Human Resources Manager

Department/Division:	Administration
Reports To:	Director of Administrative Services/Treasurer
Provides Direction To:	Assigned professional, technical, and clerical staff.
Date Prepared:	April 22, 2022

### GENERAL PURPOSE

Under administrative direction, organizes, plans, manages, and engages in professional and technical human resources/risk management functions, including talent acquisition, selection, classification, job evaluation, compensation, benefits, training and organizational development, labor and employee relations, personnel policies and rules, Workers' Compensation and employee safety; and advises and assists executive staff and employees; and performs other related duties as required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

1. Plans, manages, and oversees the daily programs, operations, and activities of the Human Resources Division.
2. Participates in the development and implementation of goals, objectives, policies, priorities, competencies, and performance measures; writes, evaluates, recommends, interprets, and administers Personnel Rules, policies, and procedures.
3. Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures.
4. Analyzes staffing needs and job requirements, prepares and reviews requisitions and determines external and internal sourcing opportunities for regular and part-time positions, either directly or working with departmental representatives.
5. Screens and evaluates candidate qualifications for external hires, internal transfers, and promotional actions and uses applicant tracking systems such as NeoGov.
6. Determines appropriate methods for establish final candidate including testing,

interviews, rater panels, and other City background reference and medical checks; prepares offer letters and provides orientation sessions for new employees.

7. Conducts job analysis given new positions, reclassification requests, and other actions; writes and updates class specifications; conducts salary survey comparisons and job evaluation factors to establish appropriate pay grades.
8. Evaluates the effectiveness of the City's benefit plan, networks, and service plans through employee engagement activities and working directly with employees, management, brokers, and network and service providers; researches and resolves service issues; plans and conducts open enrollment sessions.
9. Provides assistance to the City Manager, other agencies, and the public regarding personnel matters; serves as a technical resource; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment; drafts proposed resolutions and ordinances; prepares correspondence, reports and makes recommendations to the City Manager and Administrative Services Director/Treasurer.
10. Consults with managers and employees regarding the interpretation of personnel practices, policies, and procedures including related laws and regulations; provides information and assistance to departmental personnel regarding employee evaluations, disciplinary actions and other employee relations issues.
11. Works with the Director of Administrative Services/Treasurer and third party risk management authority as part of risk management functions; conducts investigations directly or with the assistance of legal counsel; manages safety programs and training and evaluates case management practices and reserve policies, as well as industry trends and developments.
12. Administers City's career paths and human resources practices and all personnel and HRIS actions; prepares and maintains schedules of personnel transactions to ensure timelines of employee performance evaluations, merit step advancements, salary adjustments and provisions of employee benefits; maintains individual personnel files and integrity of official file system.
13. Plans, organizes, and conducts employee training programs and determines appropriate curriculum for direct training, resources, and contract services.
14. Originates and administers employee surveys, feedback, and engagement functions and programs to both attract and retain talent.
15. Prepares and evaluates EEO reports, annual safety reports and incident records, and completes related pulse surveys, and industry and regulatory records.
16. Participates in relevant professional development activities and maintains awareness of changes in the HR and risk management administration fields.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Federal and state laws, rules and regulations relating to employment practices; principles and practices of human resources management; local government risk management; administrative principles and practices, including goal setting, program and project development, implementation and evaluation, and supervision; principles and practices of EEO, selection, recruitment, job evaluation, benefits, classifications, and compensation; Principles and techniques of human resources management and program Administration; Principles and practices of budget development, preparation, and expenditure control; organizational and management practices as applied to the analysis, evaluation, development and implementation of human resources programs, policies and procedures; pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures; principles of performance evaluation; 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, statistical, and administrative record keeping; and safe driving principles and practices.

### **Skills to:**

Operate modern office equipment including computer equipment; utilize basic computer software packages such as, but not limited to, word processing, spreadsheet, database, and presentation software; utilize specialized computer software packages including financial management, personnel, and risk management; perform complex data and project analysis; and operate a motor vehicle safely.

### **Ability to:**

Communicate effectively both orally and in writing; understand and apply laws, regulations, policies, complex rules and procedures; compile statistical data; prepare reports; perform difficult and specialized technical and paraprofessional work requiring a high degree of accuracy; maintain confidential records and files; establish and maintain cooperative working relationships; 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 and concise correspondence and reports on a variety of human resources, financial, budgetary, 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; 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; Interpret and apply administrative and human resources policies and procedures.

## **Experience /Training/ Education:**

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources management, public administration, or related field. A Master's degree is desirable.

**Experience:** Five years of progressively responsible public sector human resources experience involving professional and technical level duties in areas such as: recruitment, selection, testing, classification, compensation, benefits, employee relations, training and development, and personnel policy administration. Risk Management experience is desirable.

## **Licenses and Certificates:**

Human resources certification or coursework sponsored through the Society For Human Resources Management (SHRM) or the International Personnel Management Association, such as a PHR, SPHR, IPMA-CP, IPMA-SCP, and/or related designation is highly desirable.

Possession of, or ability to attain a valid Class C California driver's license.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands or arms. The employee occasionally walks and stands and lifts and moves records and documents weighing 20 pounds or less.

Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret data and situations; use math and mathematical reasoning; learn and apply new skills or information; perform highly detailed work on multiple concurrent tasks; work under changing and intensive deadlines with frequent interruptions; and interact with City officials, media, citizens groups, employees and others encountered in the course of work.

## **WORK ENVIRONMENT**

Employees work under typical office conditions and the noise level is usually moderately quiet. The position may periodically require visiting other worksites, which include but are not limited to, the municipal yard, parks and recreation facilities, and other training sites.