

HUMAN RESOURCES MANAGER

DEFINITION

Under the direction of the Administrative Services Director, plans, organizes, leads, oversees and monitors programs and activities related to the City's personnel functions. This single-position classification provides day to day operational direction and supervision to division staff in addition to performing diverse, specialized and complex professional human resources and administrative work involving significant accountability and decision-making responsibility. The incumbent is accountable for accomplishing divisional planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. This class is distinguished from the Administrative Services Director that the latter has overall management responsibility for all functions in the Human Resources Division, including employee and labor relations, risk management, occupational health and safety, workers' compensation, affirmative action and training. The Human Resources Manager may serve in temporary appointment as the acting department head in the absence of the Administrative Services Director.

SUPERVISION EXERCISED AND RECEIVED

The Human Resources Manager receives general direction from the Director of Administrative Services within a framework of broad policies and procedures and established organizational values and processes. Direct supervision is provided to management, professional, technical and office support staff and oversight is provided to contract service providers.

ESSENTIAL AND IMPORTANT DUTIES (Illustrative Only)

- Manages and participates in the development, implementation, coordination and assessment of one or more major functions of the City's human resources management which may include, but is not limited to, recruitment, examination, classification, compensation, electronic data management and record retention, equal employment opportunity, employee relations, health and welfare benefits administration, employee safety and workers' compensation;
- Plans, organizes, supervises, reviews and evaluates the work of assigned staff; provides for staff training and development;
- Plans, organizes, directs and provides policy guidance and review of day to day work and special projects or assignments within the designated program areas;
- Prepares written responses and directs necessary actions to resolve matters identified by the Administrative Services Director, City departments, the City Manager, employee organizations or individuals;
- Participates in the preparation, implementation and monitoring of the division budget;
- May provide staff support to the Investment Plans Committee that oversees the Supplementary Retirement and Income Plans and their administration;
- Represents the Human Resources Division and/or the City in administrative proceedings such as grievance arbitration, unemployment insurance appeal hearings, disability retirement appeal hearings;
- Assists in the development and implementation of goals, objectives, work plans, policies, procedures and work standards for the Human Resources Division;
- Directs or conducts varied analytical studies; such as organization, classification and/or compensation studies, recommends new or revised classification specifications and position allocations, policy and procedural changes;
- May manage the analysis and development of administrative processes, procedures and forms in computer applications, including Electronic Data Management Systems, to improve the efficiency

- and effectiveness of division work methods;
- May assist in planning and conducting labor negotiations;
- Provides information on Human Resources policies, procedures, practices and determinations, provides management advice in areas of expertise and makes labor contract interpretations for managers and supervisors, employee organizations, individual employees, other employers and retirees;
- Assists in developing and implementing program and policies to accomplish equal employment opportunity and affirmative action goals and objectives;
- Represents the Director at meetings, conferences and similar functions; assists the Director in departmental administrative and management responsibilities, and acts in Human Resources matters in the absence of the Director; and
- Performs related duties as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Demonstrated knowledge of: State and Federal laws and regulations regarding public agency personnel; principles and practices of public personnel administration, including but not limited to, recruitment, selection, job analysis, classification and compensation plan administration; health and welfare benefits administration including cost structure of employee benefits; principles and practices to be applied in promoting equal employment opportunity and diversity; principles and practices of labor and employee relations used in a public sector collective bargaining environment including interest based bargaining; standard business office practices and procedures, including information technology hardware and software, particularly as related to human resources and administrative functions, personal computer applications such as Outlook, Word and Excel; principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures; budgetary principles and practices and the development and implementation of goals and objectives; basic public administration policies and practices; techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, regulatory and legislative organizations.

Ability and skills to: plan, organize, administer, coordinate, review, evaluate and personally participate in a comprehensive public agency human resources management program; plan, assign, supervise, review and evaluate the work of professional, paraprofessional and support staff; train others in work procedures; design effective recruitment programs to obtain qualified candidates; develop valid and effective selection procedures; conduct classification, compensation and organizational analyses and studies; analyze complex technical problems, evaluate alternatives and use tact, initiative, prudence and sound independent judgment within general policy and legal guidelines making sound, independent judgments within established guidelines; manage complex projects, on time and within budget; prepare clear, concise and competent reports, correspondence and other written materials; deliver presentations before the City Council, City Boards and Commissions or other groups; present complex information orally and in writing in an easy-to-understand way for employees, community groups and decision makers; interpret and apply complex laws and regulations, and establish, foster, and maintain cooperative and effective working relationships with those contacted in the course of work, both inside and outside the organization, including public “stakeholder” groups; work in a team atmosphere and participate on a variety of departmental and City-wide committees to enhance the provision of all City services.

EDUCATION AND TRAINING

Equivalent to graduation from a four-year college or university in business or public administration, industrial relations, or a closely related field and four years of professional human resources experience in a generalist capacity which has included responsibilities in more than one of the responsibility areas outlined above. At least three years of this experience must have been at the administrative, supervisory or management level, with a demonstrated record of success preferably in a governmental or public agency setting.

SPECIAL REQUIREMENTS

Speak clearly and understandably; operate standard computer programs. Ability to travel to various

locations within and outside the City of San Carlos to meet program needs and fulfill the job responsibilities. When driving on City business, maintenance of a California driver's license and satisfactory driver's record is required. Must be able to actively participate in evening meetings.