

HUMAN RESOURCES MANAGER

DEFINITION

Under general direction, the Human Resources Manager performs complex managerial and analytical work in the management of a major division of the Personnel Department; plans, administers, and directs one or more program areas including recruitment, examination development and testing, classification and compensation, benefits administration, organizational development, training, workers' compensation, risk management, or other personnel program area; directs the work of human resources professionals; assures Division compliance with applicable laws, ordinances, and codes; and may act in the absence of the Assistant Director or Director.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Assistant Director and/or Director.
May exercise direct or indirect supervision over professional, technical, or clerical staff.

DISTINGUISHING CHARACTERISTICS

Human Resources Manager is a division head responsible for directing the activities, operations, and personnel of an assigned division in the Department of Personnel Services. This differs from Senior Human Resources/Risk Analyst which under direction, performs advanced and complex professional personnel work in a variety of program areas.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but not limited to, the following)

Develops and directs specific personnel programs including recruitment, examination development and testing, classification and compensation, benefits administration, retirement, organizational development, training, workers' compensation, equal employment, or other personnel program area to meet local needs; comply with Federal, State, City, and labor relations requirements and improve service to the public; writes proposals to secure funding; and, supervises grant or contract programs.

May represent the Director of Human Resources before the Civil Service Board; makes presentations before various committees, hearing officers, and other decision-making or public interest groups; coordinates activities of Division with human resources staff, City Manager's Office, and City departments.

Plans, organizes, evaluates, coordinates, and directs the work of human resource professionals and technical staff; selects, hires, coaches, counsels, and disciplines staff and makes other personnel decisions; prepares and delivers performance evaluations.

Evaluates and implements changes in work methods, determines workload methods and standards, and establishes measures of effectiveness; develops and monitors Division budget; justifies proposed expenditures; recommends changes to budget.

Interprets and applies laws, regulations, rules, and policies; drafts, reviews, and analyzes existing and proposed codes, rules, and ordinances affecting area of specialty, and recommends and implements changes as needed.

Works with representatives of employee organizations; meets with management to resolve problems within area of responsibility; advises management on policy issues, the interpretation of various rules and agreements; and participates in the development of new or revised policies.

Provides exceptional customer service to those contacted in the course of work.

Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of modern human resource management including staffing, testing, examination development, recruitment, classification, organizational development, training, equal employment, salary administration, benefits administration, and retirement.

Applicable Federal, State, and local laws, regulations, codes, policies, and agreements.

Principles and practices of personnel management, including supervision, training, and performance management.

Effective management principles and organization; budget development.

Statistical concepts and methods used in human resources programs.

Current literature and trends in public and private sector human resource management.

Merit system principles.

Ability to:

Plan, organize, and direct the work of Division staff.

Interpret and apply memoranda of understanding, laws, rules, regulations, and ordinances.

Research, evaluate, and recommend policies and programs to comply with Federal, State, and local laws and regulations.

Supervise, train, motivate, and evaluate Division staff.

Communicate clearly and concisely, verbally and in writing.

Establish and maintain effective working relationships.

Conduct studies, analyze data, evaluate alternatives, and develop recommendations to resolve problems or issues.

Skill to:

Utilize modern office equipment including handheld and desktop computers and devices, and computer applications/software.

Safely operate a motor vehicle.

MINIMUM QUALIFICATIONS

Four (4) years of progressively responsible analytical experience in personnel programs, preferably with a public agency, including or supplemented by two (2) years at the supervisory level.

AND

Possession of a bachelor's degree from an accredited college or university with major course work in Human Resources, Business or Public Administration, Political Science, or related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two (2) years.

Recruitment may be limited to a specific area of expertise as required by operational needs.

Special Requirement:

Possession and continued maintenance of a valid California Driver's License is required at time of appointment.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 12/7/21

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