

## **HUMAN RESOURCES MANAGER**

### **DEFINITION**

Under administrative direction, plans, manages and directs the activities of an assigned division in the Department of Personnel Services.

### **SUPERVISION RECEIVED/EXERCISED**

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

### **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. The incumbent may be assigned to the Recruitment and Examination Division or Classification and Compensation Division. This is an unclassified position in which the incumbent serves at the will of the Director of Personnel Services.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

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

Focuses, prioritizes, and oversees the division's customer oriented services and activities toward the goal of providing quality and timely service to customers.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Plans, organizes and supervises the work of subordinate employees and diverse programs and activities; performs managerial and administrative work in coordinating and directing all activities involved in the implementation and completion of human resources projects.

Develops and administers division budget for assigned programs; forecasts needed funds for additional staffing, equipment, materials and supplies.

Establishes objectives, work-plans and standards to implement division short and long-term goals as established by the director, including implementing Equal Employment Opportunity policies and procedures.

Evaluates and makes recommendations for merit system improvements; provides direction regarding recruitment and examination, classification, Equal Employment Opportunity, salary and benefits administration, and organizational issues; oversees the maintenance of records and human resources files.

Interprets, implements, and counsels City staff and the public on Civil Service rules, administrative orders, municipal code, MOU's, salary resolution and personnel policies and procedures.

Prepares material for approval by Director and action by the City Manager and City Council.

Performs more difficult classification and task analysis studies; provides leadership, information and recommendations to staff and departments regarding the performance of position classification including description writing, job evaluation, position allocations, and report preparation.

Coordinates and plans for job studies of positions to revise and update the job classification plan; monitors and reviews classification structures and job specifications and makes recommendations related to job specifications, classification, or position allocation to the director.

Coordinates the preparation of pay and equity studies; analyzes City's compensation plan to determine compliance and issue recommendations within established charter, municipal code, state and federal regulations.

Manages the preparation, testing, implementation, and corrections to the PeopleSoft database for HRMS.

May represent the City and department heads before the Health & Welfare Trust, Retirement Boards, Civil Service Board, and City Council.

Conducts and/or oversees investigations relative to complaints of discrimination and/or harassment; provides assistance and guidance to departments in the use of and appropriate procedures to follow in taking disciplinary actions against employees.

Directs salary, classification, and fringe benefit surveys of private and public agencies.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles of customer service and service delivery.

General principles and practices of public personnel administration and organizational development.

Principles of job analysis, job structuring and other techniques of position classification including statistical analysis and methods related to conducting compensation studies.

Methods, procedures and techniques of test development and administration, and recruitment and selection.

Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Federal, state, and local laws, codes and regulations, including Civil Rights/Equal Opportunity laws and practices.

Statistical techniques used in validating test instruments and procedures.

**Skills to:**

Skill to operate an office computer and a variety of word processing and human resource software applications.

**Ability to:**

Supervise and provide professional guidance and motivation for subordinate employees, including facilitating group participation and consensus building.

Interpret and apply provisions of contracts, ordinances and other regulations and policies relating to human resources activities.

Research, compile, analyze and draw sound conclusions from statistical and other data.

Effectively manage the establishment of division goals and objectives including methods for evaluating achievement and performance levels.

Implement, explain and apply applicable laws, codes and regulations, and exercise sound, independent judgment within general policy guidelines and operating parameters.

Communicate clearly and concisely, both orally and in writing, and prepare clear, concise and comprehensive written materials.

Establish and maintain productive working relationships with representatives of community organizations, state/ local agencies and associations, City management and staff, and the public.

**MINIMUM QUALIFICATIONS**

**Experience:**

Four years of professional human resources experience in recruitment and examination or classification and salary administration, preferably with a public agency, which included or is supplemented by two years at the supervisory level. In some instances, additional qualifying experience may be substituted for the required education on a year-for-year basis.

**Education:**

A Bachelor's Degree from an accredited college or university in Human Resources, Business or Public Administration, Political Science, or related field.

**Special Requirement:**

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_  
Director

DATE: \_\_\_\_\_

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TB:JC:RLR:04/25/06

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