

PERSONNEL MANAGER**DEFINITION**

Under general supervision, manages and coordinates the personnel functions of a department and provides responsible administrative support to assigned management staff.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Department Director, Assistant Director, or designee. May exercise supervision over professional, technical or clerical staff.

DISTINGUISHING CHARACTERISTICS

The Personnel Manager is responsible for the personnel functions of a department. The incumbent exercises independent judgment relating to the development, revision, and implementation of various policies and procedures. The Personnel Manager differs from the Senior Management Analyst in that the latter assists in the management of personnel and/or business functions of a department or division. The Personnel Manager differs from the Administrative Manager in that the latter has responsibility for managing and administering various functions within a department including financial management, contract administration and personnel management. The Personnel Manager differs from the Human Resources Manager in that the latter is responsible for personnel functions on a City-wide scope. This is an unclassified position in which the incumbents serve at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but are not limited to, the following:

Manages and coordinates the personnel functions of assigned department including employee relations, employee selection, discipline, organization development, and a variety of related personnel functions.

Maintains a variety of records and files; maintains personnel files and processes a variety of employee records; responds to staff questions regarding general personnel department issues.

Serves as the department's liaison for the City's Workers' Compensation program; assists employees with program questions and/or problems.

Confers with and advises management on departmental personnel issues, policies and procedures; provides assistance in resolving operational and administration issues; identifies issues and conducts research to find alternative solutions; makes and assists in the implementation of recommendations.

Represents the department on personnel matters as required.

Prepares, analyzes and presents technical, administrative, and analytical and statistical reports that present and interpret data, identify alternatives, and present and justify conclusions, forecasts, and recommendations based on data summaries and other findings.

Participates in the budget development and administration for assigned area of responsibility.

Participates in special projects within assigned area of responsibility; performs research and analysis of new programs, services, policies, and procedures; prepares and presents reports.

Assists in the coordination of interdepartmental and departmental activities with other City departments and divisions and with outside agencies.

May supervise subordinate clerical, technical, and professional staff.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a personnel program.

Principles and practices of personnel administration including employee classification, compensation, recruitment, selection, training, equal opportunity employment, discipline and employee orientation.

Principles of Worker's Compensation program.

Methods and techniques of recruiting, interviewing, and selecting qualified applicants for employment.

The fundamentals and accepted management practices in public administration.

Organization and operation of municipal government.

Principles and practice of program development.

Methods and techniques of data collection, research, and report preparation.

Principles and practices of budget preparation and administration.

Office procedures, methods, and equipment including computers and applicable software applications.

Principles and practices of customer service.

Principles of business letter writing.

Basic principles of supervision and training.

Policies and procedures of the assigned department.
English usage, spelling, grammar, and punctuation.

Pertinent federal, state and local laws, codes and regulations.

Skills to:

Operate an office computer and a variety of word processing, spreadsheet and other software applications.

Ability to:

Perform a variety of duties supporting personnel operations.

Perform assigned duties using independent judgment and personal initiative.

Research and analyze issues and problems and prepare recommendations on a variety of issues.

Understand the organization and operation of assigned department and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply pertinent federal, state and local laws, codes and regulations as well as City policies and procedures.

Participate in various organizational studies and analyses.

Research, analyze and evaluate programs, policies and procedures.

Collect, evaluate and interpret complex information and data.

Prepare clear and concise administrative and financial reports.

Maintain accurate and complete records on programs and operations.

Assist with budget preparation and administration.

Effectively monitor budgets and expenditures.

Interpret technical information for a variety of audiences.

Independently prepare correspondence and memoranda.

Provide direction to assigned staff.

Operate office equipment including computers and supporting applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's Degree in business administration, public administration, or closely related field; and

Experience:

Four years of progressively responsible professional personnel, management, or administrative experience. Additional qualifying experience may be substituted for the education on a year-for-year basis, up to a maximum of two years.

Special Requirement:

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

APPROVED: _____
Director of Personnel Services

DATE: _____