



# **HUMAN RESOURCES MANAGER**

Casual

FLSA Status: Non-exempt

Adopted: April 2005

Revised: October 2006, September 2007, December 2007, December 2009, February 2011, December 2011, November 2012, November 2013, July 2016, October 2016, December 2017, April 2018

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

## **GENERAL DEFINITION**

The Human Resources Manager is a part-time (20 hours per week) professional human resources generalist position. With supervision from the Administrative Services Director, the incumbent is responsible for the day-to-day operations of the Town's human resources functions, including recruitment and selection, classification and compensation, benefits administration, equal employment opportunity and employee relations.

## **DISTINGUISHING CHARACTERISTICS**

This is a management position reporting to the Administrative Services Director.

## **TYPICAL DUTIES AND RESPONSIBILITIES**

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

- Administers the Town's Human Resources policies, ensuring compliance with relevant laws and regulations; makes recommendations regarding policy revisions; coordinates Human Resources activities with other divisions and departments
- Assists employees, colleagues and the public in person and on the telephone, explaining policies and procedures, answering inquiries and providing general customer service
- Designs and administers recruitment and examination procedures; establishes recruitment strategies, screens applications, develops examination materials and establishes list of eligible candidates
- Performs classification studies; researches and evaluates positions, develops written recommendations regarding position classification and prepares class specifications
- Conducts compensation surveys, analyzing and summarizing data on salaries and benefits
- Counsels and advises management staff on employee relations matters such as performance evaluations and discipline
- May participate in the labor negotiations process with employee bargaining groups, attending collective bargaining sessions and researching and analyzing labor contract issues

- Coordinates and administers employee benefits, workers' compensation, liability and unemployment
- Processes new and terminating employees, including conducting orientations and exit interviews
- Maintains personnel files and confidential records
- Prepares a variety of written correspondence, including staff reports, memoranda, letters, and the Human Resources newsletter
- Consults with and assists Department Heads in solving problems and developing new policies and procedures
- Reviews bi-weekly payroll reports
- Performs other duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern Office Technology
- Principles and practices of customer service
- Principles and practices of human resources administration as related to recruitment and selection, classification and compensation, employee/labor relations, employee benefits, training and workers' compensation
- Payroll procedures and regulations
- Pertinent Federal, State, and local laws and regulations
- Personal computer hardware and software, such as word processing, spreadsheet, and database programs
- Basic arithmetic and statistical analysis
- Principles and practices of team building and leadership
- Principles of supervision, training and performance evaluation
- Legislative procedures and recent court decisions and their effects on Town operations
- Methods and techniques for effective public relations

### **Ability to:**

- Represent Town in a positive manner
- Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Follow written and oral instructions and procedures
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Maintain accurate records and database systems
- Maintain confidentiality, professionalism, tact and composure at all times, including stressful or sensitive situations
- Work effectively as part of a group or team and achieve common goals
- Interpret, apply and explain relevant laws, regulations, policies and procedures
- Evaluate situations, analyze problems, identify alternative solutions and propose practical recommendations
- Take initiative and exercise sound independent judgment within established guidelines
- Handle multiple priorities, organize workload and meet strict deadlines
- Prepare clear and concise reports, correspondence, and other written materials

## EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Graduation from an accredited college or university with a bachelor's degree in human resources, business administration, public administration, or a closely related field.
- Experience: Three years of journey-level experience in public sector human resources administration.

## LICENSES, CERTIFICATES, REGISTRATION

Licenses: Possession of a valid California Driver's License

Certificates: Certification in professional specialty areas may be considered in meeting the education and training guidelines.

## SPECIAL REQUIREMENTS

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Review reports and correspondence quickly and accurately
- Report to work at any hour of day or night as required by disaster or other emergency situation
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Operate basic office equipment (i.e. telephone, copier, calculator, etc.)
- On a continuous basis, must sit at a desk and in meetings for long periods of time
- Work extended and/or flexible hours in order to attend Board and other public meetings
- Work under pressure to complete a variety of written reports within specific timeliness
- Interpret a variety of legal codes and regulations, and accurately and effectively communicate same to the public
- Perform all duties on the job description except those determined to be incidental