



Town of Colma Invites Applications for

Human Resources Manager

(Part-Time – Casual, no benefits)

\$50.27 - \$61.11 per hour

Applications Due by **July 27, 2018**

The Human Resources Manager is a part-time (18 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 and leave administration, equal employment opportunity and employee relations. Previous municipal experience preferred.

Essential Duties

- Administers and manages the entire recruitment process and provides oversight in police recruitments;
- Oversees onboarding of new hires and offboarding of employees;
- Maintains personnel files and confidential records;
- Monitors and communicates relevant changes to employment laws to ensure compliance with relevant laws and regulations;
- Assists and educates employees, colleagues, and the public in personnel and human resources matters;
- Oversees and designs training programs for employees, supervisors and managements;
- Coordinates and administers employee benefits, workers' compensation, liability and unemployment, including retiree benefit reimbursements;
- Prepares a variety of written correspondence, including staff reports, memoranda, letters, and the Human Resources newsletter;
- Proposes and participates in policy development, administrative planning, risk management and safety and loss prevention
- Assists Department Heads in solving problems and developing new policies and procedures

May be assigned special projects, including but not limited to:

- Conduct compensation or classification studies and surveys
- Participates in labor negotiation
- Coordinates the Town's safety training and staff development programs
- Reviews bi-weekly payroll reports
- Provides direction to the Finance staff regarding benefits and leave administration and coordination
- Performs other duties as assigned

Minimum Qualifications

Knowledge of:

- Modern computer technology, including use of personal computer hardware and software, such as word processing, spreadsheet, and database programs
- Principles and practices of customer service and 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
- Basic principles of budget preparation and administration
- 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
- Prepare and present staff reports at City Council meetings

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

To Apply

Employment applications are available at the Town Hall at 1198 El Camino Real. You may also request an application by calling 650-997-8309 or visiting the Town's website at www.colma.ca.gov to download and/or submit an online application.

A Town Employment Application Form must be submitted to Human Resources by **July 27, 2018** to be considered. A resume and cover letter are recommended. Interested candidates are encouraged to apply as soon as possible via online submission or by mail to:

Town of Colma
Attention: Human Resources
1198 El Camino Real
Colma, CA 94014

First review of applications will occur on **July 27, 2018**, where the first fifty (50) applications will be considered.

THE INFORMATION INCLUDED IN THIS ANNOUNCEMENT MAY BE CHANGED AT ANY TIME. THE INFORMATION DOES NOT CONSTITUTE EITHER AN EXPRESS OR IMPLIED CONTRACT.

THE TOWN WILL MAKE REASONABLE EFFORTS IN THE SELECTION PROCESS TO ACCOMMODATE PERSONS WITH DISABILITIES. PLEASE ADVISE THE PERSONNEL DEPARTMENT OF SUCH SPECIAL NEEDS AT THE TIME OF APPLICATION.

ALL EMPLOYEES HIRED BY THE TOWN OF COLMA MUST BE LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES AND WILL BE REQUIRED TO PRODUCE CERTAIN DOCUMENTS VERIFYING SUCH INFORMATION. EOE

The Town of Colma is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin in its employment actions, decisions, policies and practices.