



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, July 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
- Coordinates the Town's safety training and staff development programs

- Maintains personnel files and confidential records
- Prepares a variety of written correspondence, including staff reports, memoranda, letters, and the Human Resources newsletter
- Assist in the development and monitoring of division budget
- Represents the department and the Town at meetings with members of the City Council, other government agencies, community organizations and members of the public
- Consults with and assists Department Heads in solving problems and developing new policies and procedures
- Functions as a member of the Town management team participating in Town-wide policy development, administrative planning, risk management and safety and loss prevention
- Reviews bi-weekly payroll reports, as needed
- Provides oversight and direction to the Finance staff regarding benefits and leave administration and coordination
- Exhibits and encourages behavior that is consistent with the Town's risk management program and decreases risk of accident or injury to self, employees, residents, visitors and their property
- Performs other duties as assigned

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
- 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
- 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