

## CITY OF SONOMA

### HUMAN RESOURCES MANAGER

#### DEFINITION

To plan, organize, direct, and coordinate the activities of Human Resources including City-wide training, organizational development, recruitment and selection, classification and compensation, benefits administration and payroll and personnel actions; to coordinate activities with other departments; and to provide highly complex staff assistance to the City Manager and/or Designee.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager and/or designee.

May exercise supervision over assigned professional, technical, and administrative support staff.

#### EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement Human Resources goals, objectives, policies, and procedures.

Plan, organize and direct Human Resource activities including recruitment and selection, benefits, and maintenance of the City's classification and compensation plan.

Direct, oversee and participate in the development of the Human Resources work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.

Prepare the Human Resources budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Develop, manage, evaluate, and implement the City's classification and compensation plan, policies, processes, and procedures.

Oversee and assist in the development of recommendations for position allocations; assist in the development of salary and total compensation survey and resultant salary recommendations.

Develop, manage, and implement the City's training and professional development program by

compiling and evaluating information about organizational needs, conducting needs assessments; monitor training programs to ensure consistent presentation of the City's mission, policies and procedures and quality customer service.

Assist in developing policies and procedures regarding organizational restructuring, training, continuing education, career development, succession planning, process improvement and change management.

Represent Human Resources to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, respect, and fun.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of public sector human resources administration to include recruitment and selection, classification and pay, organizational analysis and development, performance management, employee benefits administration, leave management administration, deferred compensation, and public retirement systems.

Principles and practices of employee training development and successful adult learning methods.

Organization, structure, and operations of public sector organizations.

Principles and practices of leadership, motivation, team building and conflict resolution.

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

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training, and personnel management.

Ability to:

Organize and direct the Human Resources division operations, ensuring compliance with City policies and procedures, local, state, and federal laws, and regulations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations, and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Organize, implement, and direct the City's classification and compensation plan; employee and labor relations activities; and comprehensive benefit programs.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules, and regulations.

Supervise, train, and evaluate personnel.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Five years of increasingly responsible experience in Human Resources management, including two years of supervisory responsibility.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in human resources, business administration, public administration, organizational development, or a related field.

License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.