

HUMAN RESOURCES MANAGER

DEFINITION

Under administrative direction, performs complex professional human resources and administrative work and is responsible for advanced level management and supervision in one or more of the major functional areas of the Human Resources Division. May act as department head in the absence of the Director of Human Resources. Performs related work as assigned.

CLASS CHARACTERISTICS & DISTINGUISHING FEATURES

The Human Resources Manager is a single position classification responsible for the supervision of professional, paraprofessional and clerical staff in one or more technical program areas such as recruitment, examination, classification, compensation, equal employment opportunity, electronic data management and record retention, employee relations, health and welfare benefits administration, employee safety, and workers' compensation. The Human Resources Manager assists in the program planning, systems design and quality of operations for the Department. The Human Resources Manager is expected to be able to direct and manage work with a high level of independence, exercise sound judgment and discretion within overall policy guidelines. This classification is distinguished from the Director of Human Resources, which has overall management responsibilities for all functions in the department, including employee and labor relations, risk management, occupational health and safety, workers' compensation, affirmative action and training.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, is similar or closely related to another duty statement or a logical assignment to the classification.

1. Manages and participates in the development, implementation, coordination and assessment of one or more major functions of the Agency's human resources management which may include, but is not limited to, recruitment, examination, classification, compensation, electronic data management and record retention, equal employment opportunity, employee relations, health and welfare benefits administration, employee safety and workers' compensation;
2. Plans, organizes, supervises, reviews and evaluates the work of assigned staff; provides for staff training and development;
3. Plans, organizes, directs and provides policy guidance and review of day to day work and special projects or assignments within the designated program areas;
4. Prepares written responses and directs necessary actions to resolve matters identified by the department heads, the Manager, employee organizations or individuals;
5. Participates in the preparation, implementation and monitoring of the departmental budget;

6. Represents the Human Resources Division and/or the Agency in administrative proceedings such as grievance arbitration, unemployment insurance appeal hearings;
8. Assists in the development and implementation of goals, objectives, work plans, policies, procedures and work standards for the Human Resources Division;
9. Directs or conducts varied analytical studies; such as organization, classification and/or compensation studies, recommends new or revised classification specifications and position allocations, policy and procedural changes;
10. May manage the analysis and development of administrative processes, procedures and forms in computer applications, to improve the efficiency and effectiveness of departmental work methods;
11. May assist in planning and conducting labor negotiations;
12. Provides information on Human Resources policies, procedures, practices and determinations, provides management advice in areas of expertise and makes labor contract interpretations for managers and supervisors, employee organizations, individual employees, other employers and retirees;
13. Assists in developing and implementing program and policies to accomplish equal employment opportunity and affirmative action goals and objectives;
14. Represents the Director at meetings, conferences and similar functions; assists the Director in departmental administrative and management responsibilities, and acts in the absence of the Director; and
15. Performs related duties as assigned.

QUALIFICATIONS

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics & Distinguishing Features.

Knowledge of:

1. Principles and practices of public personnel administration, including but not limited to, recruitment, selection, job analysis, classification and compensation plan administration;
2. Health and welfare benefits administration including cost structure of employee benefits;
3. Principles and practices to be applied in promoting equal employment opportunity and diversity;
4. Principles and practices of labor and employee relations used in a public sector collective bargaining environment including interest based bargaining;
5. State and federal laws and regulations applicable to the public sector human resources;

6. Standard business office practices and procedures, including personal computer applications such as Word and Excel;
7. Supervisory principles and practices including performance evaluation and assessment;
8. Budgetary principles and practices and the development and implementation of goals and objectives.

Ability to:

1. Plan, assign, supervise, review and evaluate the work of professional, paraprofessional and support staff;
2. Training others in work procedures;
3. Designing effective recruitment programs to obtain qualified candidates;
4. Developing valid and effective selection procedures;
5. Conducting classification, compensation and organizational analyses and studies;
6. Analyzing complex technical problems, evaluating alternatives and making sound, independent judgments within established guidelines;
7. Preparing clear, concise and competent reports, correspondence and other written materials;
8. Interpreting and applying complex laws and regulations, and
9. Establishing and maintaining effective working relationships with those contacted in the course of the work.

OTHER REQUIREMENTS

Must be able to travel to various work sites and other applicable locations to meet the Agency's needs and to fulfill the job responsibilities. When driving an Agency provided vehicle, must maintain a valid California driver's license and satisfactory driving record.

A typical way of gaining the knowledge and abilities outlined above is:

Equivalent to graduation from an accredited four-year college with major course work in business or public administration, industrial relations, or a closely related field and five (5) years of professional human resources experience in a generalist capacity which has included responsibilities in more than one of the responsibility areas outlined above. At least three (3) years of this experience must have been at the lead or supervisory level, directing professional staff. Experience in a public agency setting is desirable. Additional professional-level experience as outlined above may be substituted for the college education on a year-for-year basis.