



Job Code: 0047
FLSA: E
Unit: MGMT
Revised:

HUMAN RESOURCES MANAGER

DEFINITION

Under the general direction of the Administrative Services Director, provides administrative duties and policy interpretation of the City's human resource functions to include the areas of recruitment and retention, classification, compensation, training, benefits, labor relations and workers' compensation programs; performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives broad supervision from the Administrative Services Director. Exercises direct supervision over assigned staff in the Human Resources Department.

TYPICAL DUTIES

1. Develops and monitors goals and objectives for the department.
2. Develops and maintains department's budget.
3. Interprets City personnel policies and procedures, making recommendations for change as necessary.
4. Provides recommendations to management, public safety and other employees relating to personnel issues including performance evaluations, discipline, personnel policies, workers' compensation and related issues.
5. Manages the workers' compensation program making recommendations on case management and settlement requests, evaluating the performance and cost effectiveness of the third party administrator.
6. Manages employee benefits, evaluating the cost effectiveness of benefits and making recommendations for change as necessary.
7. Manages recruitment and selection and training programs, ensuring effective methods are used, following applicable laws, regulations and City policies.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Employment laws, regulations and policies relating the human resources functions in a local government agency.
2. Principles and practices of management.
3. Principles and practices of budgeting.

4. Principles and practices of compensation, classification, recruitment and training, benefits administration, workers' compensation and policy development.

Skill to:

1. Develop and execute department goals and objectives.
2. Design, develop, coordinate and implement human resource programs.
3. Develop and maintain department budget.
4. Interpret and apply relevant laws, policies and regulations.
5. Make recommendations to management and employees on a variety of human resources issues.
6. Direct and evaluate staff performance, staying consistent with the goals and objectives of the department.
7. Establish and maintain effective working relationships with all departments and others contacted in the course of work.
8. Communicate effectively, both orally and in writing.
9. Exercise good judgment, tact, and courtesy.

Education/Experience:

Any combination of education and experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job. A typical way to accomplish this includes:

Graduation from an accredited college with a bachelor's degree in human resources or a related field and five years of progressively responsible supervisory experience in the field.

License:

Valid California Driver's License