

## EXHIBIT C



CITY of NAPA

### CLASS SPECIFICATION

**CLASS TITLE: Personnel Manager**

**DEFINITION:** Under general direction plans, organizes and directs the functions delineated in Section 76.1 of the City Charter and Civil Service Rules, as the responsibilities of the “Personnel Manager,” including employment, classification, compensation and personnel records management; provides support for all Civil Service Commission meetings and functions including serving as the Commission’s administrator; and functions as the custodian of record.

**DISTINGUISHING CHARACTERISTICS:** This single management position is responsible for conducting and/or directing human resources functions including recruitment, selection, validation, certification, classification, compensation, creation and maintenance of personnel records, administration and interpretation of Civil Service and personnel rules, regulations, policies and procedures and provides staff support for the Civil Service Commission.

**SUPERVISION EXERCISED AND RECEIVED**

General direction is provided by the Human Resources Director. Duties may include direct or indirect supervision of professional, technical and administrative support staff.

**ESSENTIAL DUTIES, KNOWLEDGE AND ABILITIES**

**TYPICAL TASKS:** Duties may include but are not limited to the following:

- Administers all functions and responsibilities of the Civil Service system and provides support for Civil Service Commission responsibilities as identified as the responsibilities of the “Personnel Manager” in the City Charter and the Civil Service Rules. Develops, recommends, and implements Civil Service system goals and objectives.
- Provides training and orientation to the Civil Service Commission including new commissioner orientation; conducts work sessions on matters of interest to the Commission and provides the Commission with all necessary information relevant to the matter; prepares oral and/or written reports on all matters before the Commission as appropriate.
- Consults with, advises and makes recommendations to the Civil Service Commission, City Manager, department managers and supervisors regarding Civil Service and related human
- Serves as the custodian of all personnel records and serves as the official upon or with whom all notices, requests for hearings, complaints and other official documents shall be served and filed. Establishes and maintains official paper and electronic employee records related to personnel administration, and arranges for employee, supervisory, and/or other authorized review of records as legally mandated; archives records in accordance with legal mandates;

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resources policies, rules, procedures and legal requirements relevant to matters under the purview of the Civil Service Commission.

and supports maintenance of IFAS employment data related to employee hire, promotion, transfer, salary increase/decrease or other adjustment, demotion, lay-off, leaves of absence, termination and other transactions of record.

- Coordinates with the department managers regarding Civil Service programs and Commission activities. Maintains liaison with the City Attorney with regard to legal services rendered for the Commission and employee related issues covered by City Charter Section 76.1 and Civil Service Rules.
- Supervises and evaluates staff or; provides input to performance evaluations; maintains high standards necessary for the efficient and professional operation of the City's Human Resources functions.
- Maintains the City's official Position Classification Plan and makes recommendations on the establishment, revision and/or elimination of job classes; prepares materials for adoption by the Civil Service Commission and the City Council.
- Directs classification studies and job audits to create new and/or revise existing class specifications; establishes benchmarks, conducts salary surveys and recommends new salaries or salary adjustments based on labor market data, internal alignment and pay equity considerations; and, oversees others performing civil service related classification and compensation related work.
- Directs promotional and open recruitments, merit based selection exams and supporting job analyses for all classified positions consistent with Civil Service Rules, federal and state regulations, including ADA accommodations, and negotiated parameters; serves as an advisor to departments in implementing selection rules, background checks, pre employment medical and psychiatric evaluations and other pre-employment activities; and, reviews and approves documents related to employment status including eligibility lists.
- Researches and prepares technical and administrative reports and studies as directed by the Civil Service Commission or related to matters under Civil Service Commission authority; prepares written correspondence as necessary.
- Provides required information to document the City's Affirmative Action plan and oversees the preparation and maintenance of all EEO related federally required reports and records.
- Supports the development of employee, supervisor and management training by working with the City Manager and department managers, subject to the budgetary process.
- Reviews rules, regulations and MOU provisions and reports on matters that impact the Civil Service Rules and other functions administered by the Civil Service Commission; drafts, recommends, updates, implements and interprets personnel policies and procedures; and ensures that City Human Resources policies comply with Federal and State mandates.
- Prepares agendas and supporting materials for all Civil Service Commission meetings; coordinates with Departments and labor representatives who have matters before the

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Commission to ensure that matters are appropriately agendized.

- Develops, administers and monitors the budget for the Civil Service Commission and Human Resources Department as well as resources needed to perform required functions including forecasting funds needed for staffing, equipment, materials and supplies; monitors and approves related expenditures; implements mid-year adjustments; oversees any related personnel services contracts and Civil Service Commission related costs.
- Serves as the custodian of records for all Commission hearings; oversees the disciplinary hearing process including arranging for a court reporter or other required services to ensure that Commission activities are consistent with rules and regulations.
- Represents the City as Custodian of Record at Unemployment Insurance Appeals Board hearings and may testify in Small Claims Court on such matters.
- Develops and administers a performance appraisal program for the evaluation of employees.

**Knowledge of:**

- Principles, and practices of human resources administration;
- Federal, state and local laws, regulations and court cases pertaining to recruitment, examination, validation, equal employment, salary administration, position classification, maintenance of employee records;
- Public sector best human resources management practices;
- Principles and practices of leadership, team building and conflict resolution;
- Organization and management practices for the analysis and evaluation of programs, policies and operations;
- Governmental budget preparation and administration;
- Principles of supervision, training and performance management.

**Ability to:**

- Plan, organize and direct the operations and staff performing Civil Service Commission mandated functions;
- Apply and interpret Civil Service rules and applicable personnel polices and procedures;
- Analyze problems, develop alternative solutions and implement recommendations in support of Civil Service goals;
- Work effectively with Department managers in resolving personnel issues and with employees in dealing with job-related problems;
- Gain cooperation through discussion and persuasion;
- Understand, interpret and apply Civil Service Rules, MOU provisions and applicable personnel polices and procedures;
- Communicate clearly and concisely, both orally and in writing;
- Analyze situations and problems, evaluate data and relevant information, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Collect and analyze technical information and statistical data.;
- Exercise sound judgment in resolving difficult and complex personnel situations;
- Determine priorities and manage conflicting demands;

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- Supervise and evaluate the work of others;
- Establish and maintain effective working relationships with others at all levels in the organization as well as others contacted in the course of work.

**MINIMUM QUALIFICATIONS**

Any combination of equivalent education and experience that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major study in personnel administration, public administration, psychology or a closely related field.

**Experience:** Five years of progressively responsible professional level human resources administration experience within a civil service or merit system or similar environment, including significant administrative responsibilities as the head of a major public human resources function, such as classification, compensation, recruitment and selection, and supervisory experience.

**Special Requirements:** This class requires the ability to independently travel to various locations throughout the community. Possession of, and maintenance through employment, a valid California Driver's License and a satisfactory driving record is required. Willingness to work evenings and weekends as required.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

Work is performed primarily in an indoor office setting and includes travel outside of the office in order to attend meetings or conduct exams. Incumbents communicate with others orally, in person or over the telephone, to coordinate recruitment activities, explain programs or projects, mediate disputes, and gather or provide information. When leading meetings, incumbents communicate with others verbally in a group setting. Incumbents sit at a desk or computer for extended periods of time, with the ability to move about at will. When preparing reports and communicating with others via electronic mail, they make repetitive arm/hand movements using a keyboard and mouse. Incumbents review or check the work product of others, including written documents and survey data.

ATTEST: \_\_\_\_\_  
Human Resources Director

Classified  
Unit: Association of Managers and Professionals  
FLSA Exempt

Established: April 1966 titled Personnel Director  
Revised: August 1989  
Revised: February 1, 2011, retitled and revised Personnel Director/Civil Service Manager  
Revised: November 18, 2014, revised and retitled Personnel Manager  
Abolished:  
Class Code: 5045X