

EXHIBIT A



Classification Specification

CLASS TITLE: Human Resources Manager

DESCRIPTION:

Under general direction, the Human Resources Manager plans, organizes, administers, coordinates and supervises multiple programmatic areas within the Human Resources Department. Performs highly complex professional, technical, and analytical work involved in the implementation of the City's Human Resources or Employee Risk/Safety Management programs including: safety, wellness, leave administration, workers compensation, classification and compensation, recruitment and selection, training, career development, workforce planning, performance management, employee relations, discipline and grievances; the Human Resources Manager delivers high quality, customer focused human resource services in multiple programmatic areas; manages Human Resource team members in carrying out programmatic functions and maintains compliance with applicable state and federal laws and regulations; may be assigned to provide support for Civil Service Commission meetings and functions including serving as the Commission's liaison related to the City Charter and may serve in the absence of the Human Resources Director.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Human Resources Director. May provide direct and indirect supervision to professional, technical and clerical staff, as well as contractors.

ESSENTIAL DUTIES, KNOWLEDGE AND ABILITIES:

Duties may include, but are not limited to, the following:

- Establish division goals, objectives, policies, procedures and priorities; develop, implement and maintain programmatic responsibilities for Citywide projects and programs related to workforce administration.
- When assigned as the liaison to the Civil Service Commission, administers all functions and responsibilities of the Civil Service system and provides support as the "Personnel Manager" for the Civil Service Commission as identified in the City Charter, Section 76.1.
- Provides management oversight, organizes and administers human resources program areas such as safety, wellness, leave administration, workers compensation, classification and compensation, recruitment and selection, training, career development, workforce planning, performance management, employee relations, discipline and grievances.
- Plans, organizes, administers, and oversees a wide range of human resources services in compliance with City policy, state and federal regulations.
- Serves as a consultant to departments to identify and solve complex, technical and sensitive problems related to human resources issues.
- Develops and implements legally compliant workforce talent management and safety administration programs.

EXHIBIT A

- Analyzes trends and recommends programs to revise existing procedures as needed to meet new or anticipated regulations; ensures Citywide operational efficiencies, manages employee risk and safety systems as well as long-term workforce management needs.
- Interprets labor agreements and other City rules, regulations, policies and procedures; provides analytical and strategic support for labor relations matters; assists in determining proposal costs, and may serve as a member of the City's negotiation team.
- Conducts investigations, such as grievances, employee misconduct, and claims of discrimination and sexual harassment; works with departments, City Attorney's office and bargaining units on disciplinary and grievance matters.
- Develops goals, objectives, and performance measures to manage assigned programs; assesses the effectiveness of programs and services provided and seeks ways to improve services and programs; advises Director and managers using sound human resources strategies, practices and techniques to solve complex employee and organizational issues, and effectively plan for and manage the City's workforce.
- Supervises, trains, coaches and evaluates assigned staff, and addresses job performance issues; recommends the hiring of department staff; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures for all human resources programs and projects.
- Researches, analyzes and develops recommendations on a wide range of human resources issues; monitors and analyzes laws and pending legislation which impact City operations; stays current of new trends and innovations in the field of human resources, and continually monitors the City's compliance with federal and state laws and regulations.
- Performs policy analysis on a wide range of programs, organization procedures, and services; monitors City's compliance with current employment laws; receives, researches and prepares responses to correspondence.
- Coordinates significant administrative projects requiring City-wide coordination; assists in budget matters.
- Represents the department to outside agencies and organizations; participates in outside community and professional groups and committees.
- Makes presentations to various groups within the City and outside agencies.

Knowledge of:

- Principles, practices, methods and laws of human resources.
- Applicable federal and state laws, code and regulations related to employee relations, equal employment opportunity and labor relations.
- Modern principles and practices of public human resources administration, methods of health and safety program management, performance management, training and development, employee and labor relations, salary and benefits administration.
- Organizational and management practice as applied to the analysis and evaluations of programs, policies, and operational needs.
- Principles and practices of budget preparation and administration.
- Analytical, statistical and research methods.
- Considerable knowledge of Federal, State, and local laws, rules, and regulations regarding local government operations related to human resources department
- Considerable knowledge of current trends in human resources administration, including recent court decisions and legislative developments.
- Considerable knowledge of principles and practices of management necessary to plan, analyze, develop, direct, and evaluate programs, administrative policies, organizational structures, and staffing.
- Modern management methods and practices including supervision and training.
- Principles of effective case management.

EXHIBIT A

- Current safety practices related to injury and illness prevention.
- Basic inspection and investigation procedures.
- Adult learning concepts.

Ability to:

- Develop and coordinate human resources program objectives with the general goals of the total organization and its various departments.
- Plan, organize, and coordinate human resources programs; supervise, train, and evaluate the performance of assigned staff; and manage the human resources programs.
- Provide current safety training to employees on a variety of topics.
- Evaluate specific jobs to identify essential job duties.
- Exercise initiative, good judgment, tact, and discretion.
- Maintain confidentiality.
- Understand and appropriately manage sensitive and/or complex employment situations.
- Work with sensitivity within complex political environments.
- Manage and complete a variety of tasks and assignments concurrently.
- Analyze, evaluate and assess program effectiveness.
- Learn quickly, work effectively under pressure and meet deadlines.
- Apply a high degree of independent judgment.
- Read and interpret complex and often conflicting laws, regulations, rules and policies.
- Prepare clear and concise reports, memoranda, procedures and correspondence.
- Speak well and make effective training and public presentations.
- Collect, compile, and analyze data to identify trends and develop corrective action plans as appropriate.
- Operate modern office equipment and standard software programs.
- Establish and maintain effective work relationships with a variety of people contacted in the course of work.

QUALIFICATIONS:

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

Experience: Five (5) years of broad and increasingly responsible experience in human resources including (2) years of supervisory/management responsibility.

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

Special Requirements: Possession of a valid California Class C Driver's License with a satisfactory driving record is required. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis. Willingness to travel to various locations within and outside the City limits; and to work flexible hours in order to provide training or investigation as needed.

Classified

AMP Unit

FLSA: Exempt

Adopted: 6/2018; Revised: 1/2019