



## **HUMAN RESOURCES MANAGER Management**

**Range: 66 (Exempt)  
Salary:**

**JOB DEFINITION:** Under direction of the General Manager and Assistant General Manager, to serve as the Agency's Human Resources Manager and perform a variety of complex professional and technical duties in support of the Agency's human resource management programs, including recruitment and selection, classification, compensation, contract administration/negotiation, employee relations, performance appraisal, benefits administration, supervisor-employee development; workers compensation and related work as assigned.

**SUPERVISOR:** Assistant General Manager

### **EXAMPLE OF DUTIES:**

This is an executive management classification with responsibility for assigned human resources, benefits and risk management programs.

Directs and participates in the day-to-day activities of assigned areas of responsibility; conducts organizational and position classification studies; audits and prepares new or modified job analysis documents and job descriptions; recommends changes regarding incumbents, classes and class series; designs, supervises and conducts special surveys and studies regarding compensation and other human resource management issues; recommends salary structure or benefit program changes based on studies and analyses; provides classification, compensation and benefits information to other organizations; investigates allegations of rule violation including discrimination and sexual harassment.

Plans, designs, supervises and conducts recruitment and selection processes for obtaining qualified employees including preparation of job announcements, advertisements, screens applications for qualifications, written and performance tests, interviews and assessment techniques, coordinates pre-employment medical exams and background and reference checks; ensures compliance with applicable federal, state and local laws, regulations and guidelines.

Provides professional assistance and advice to managers, supervisors and line employees regarding employment-related policies, procedures, rules, laws and regulations. Assists and participates in the process concerning warning and disciplinary action involving employees that have violated policies and procedures.

Develops, recommends, interprets and administers human resources policies, programs and practices, and keeps informed of and ensures compliance with applicable local, state and federal laws.

Develops and maintains an employee performance appraisal system; reviews all evaluations for accuracy and makes recommendations as appropriate; supervises and monitors processing of personnel and payroll action documents related to employee pay and benefits. Maintains compensation plan, compensation studies and prepares salary adjustment recommendations.

Ensures timeliness of performance evaluation, merit step advances, salary adjustments, entitlement to leave credits and provision of employee benefits.

Assists the General Manager and Assistant General Manager in labor negotiations. Participates in meet and confer and negotiation process with bargaining unit and employee representatives. Identifies issues and recommends changes to formalize Memorandum of Understanding between the Agency and the employee association.

Conducts investigations related to grievances, claims of discrimination and harassment and related subjects within the Agency, prepares reports of findings and makes recommendation for action; arbitrates employee complaints and formal grievances.

Directs and manages the workers' compensation insurance claims; coordinates and monitors the work of claims adjusters and attorney representing the Agency; works with Facilities & Safety Officer for OSHA reporting and claims analysis.

Coordinates Agency random drug testing process in accordance with Agency drug testing policy and Department of Transportation (DOT) random drug testing requirements.

Develops and administers supervisor and employee training programs. Researches and identifies training needs.

Participates in meetings and the preparation of proposals. Prepares and/or directs the preparation of opinion, salary and benefit studies, resolutions, ordinances, staff and agenda reports; organizes and analyzes results of total compensation studies; supervises and reviews benefits administration, including enhancement and cost saving measures; meets with benefits providers to discuss rates and other changes; develops and administers a department budget and controls costs.

Plans, organizes, directs, coordinates, supervises and performs professional personnel work involved in the administration, and maintenance of recruitment, selection, employee orientation, classification and salary, labor relations, performance evaluation, counseling and grievance programs; periodically reviews and updates job classification, directs and conducts personnel management, salary and benefit surveys and prepares recommendations and reports.

Serves on the management team in the negotiating process; reviews and analyzes pertinent legislation affection human resource management.

Attends and participates in professional group meetings to stay abreast of new trends and innovations in the field of human resource management.

Attends seminars and training programs related to Human Resources and keeps current on new laws and trends in Human Resources.

## **QUALIFICATIONS:**

**Schooling and Certification:** Bachelors degree from an accredited college or university with major course work in human resources, business, public administration or a related field, or;

**Experience:** Any combination of experience and training that would likely provide the required knowledge and abilities, which may result from five years of increasingly responsible experience in the human resources field including 2 years supervisory experience.

**License(s):** Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

**Knowledge of:** Basic principles of business administration, state and federal personnel laws and requirements, human resource and supervisory training; Agency and legal policy and procedures; with ongoing education required on a regular basis in order to remain current with regard to State and Federal employment-related laws and mandates.

**Ability:** Independently compose correspondence, memos, reports and policy relating to personnel issues (employing correct grammar, spelling, punctuation, and format); work independently and make personnel-related decisions in the absence of the General Manager or Assistant General Manager; maintain confidential personnel records in a controlled and organized fashion; establish and maintain cooperative relationships with employees and with the public, and serve as mediator to in-house employee related disputes as needed; deal constructively with conflict; stay abreast of new regulations and trends in the field of human resources.

#### **PHYSICAL REQUIREMENTS:**

**Climbing:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Stairs, step ladders on occasion

**Bending:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Filing, retrieving paperwork, decorating for parties/celebrations

**Lifting:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Lifting boxes, files, supplies, etc.

**Sedentary/sitting:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Sitting at desk, driving or riding in vehicles, sitting while in attendance at meetings

**Standing:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Standing on carpet, pavement, concrete within Agency facilities

**Repetitive motion:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Operation of computer keyboard, writing, use of phone, etc.

#### **WORK ENVIRONMENT:**

Generally, the duties performed by the Human Resources Manager will be within an assigned office in the Operations Center. Within the Operations center, there is both overhead lighting and natural light from windows. The Operations Center is serviced with both a heating and cooling system, which can be adjusted as required. There is a music/paging system, which is on, and operating throughout the workday. There are a number of pieces of office equipment that operate within the confines of the work areas, including, but not limited to: telephones, computers, computer printers, etc.