CITY OF EL CERRITO

HUMAN RESOURCES MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To direct, manage, supervise and coordinate the activities and operations of the Human Resources division within the City Manager's department including recruitment, selection, benefits administration, workers' compensation, labor relations, affirmative action, training, and the City's risk management function; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Assistant City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Assistant City Manager.

Exercises direct supervision over technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Assume management responsibility for assigned services and activities of the Human Resources division including recruitment, selection, benefits administration, workers' compensation, labor relations, affirmative action, training, and the City's risk management function.

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.

Plan, direct, coordinate and review the work plan for human resources staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Confer with and advise staff on a variety of personnel issues including performance evaluations, grievances, disciplinary matters and other employee concerns.

Coordinate the examination and handling of unemployment and workers' compensation claims.

Participate in labor relations activities; conduct wage surveys within labor market; determine competitive wage and benefit compensation.

Essential Functions:

Plan, organize and manage the City's position classification and compensation plan; assist with organizational analysis.

Develop and implement a variety of human resources programs including training and development, employee wellness and safety, performance appraisals and employee assistance programs.

Supervise the establishment and maintenance of all personnel correspondence, files and records; ensure confidentiality of employee records.

Select, train, motivate and evaluate employee services personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

Serve as the liaison for the Human Resources division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.

Serve as staff for the Civil Service Commission; prepare and present staff reports and other necessary correspondence.

Provide responsible staff assistance to the Assistant City Manager.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resource management.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Marginal functions:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a human resources program.

Principles and practices of recruitment, selection, benefits administration, affirmative action and training.

Principles and practices of program development and administration.

Principles and practices of labor relations and negotiations.

Methods and techniques used to conduct and analyze wage surveys.

Principles and practices of municipal budget preparation and administration.

Knowledge of (continued):

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations governing personnel practices.

Ability to:

Oversee and participate in the management of a comprehensive employee services program, including a comprehensive risk management program.

Oversee, direct and coordinate the work of assigned staff.

Select, supervise, train and evaluate staff.

Participate in the development and administration of division goals, objectives and procedures.

Prepare and administer large program budgets.

Advise staff on a variety of personnel issues.

Conduct wage surveys within labor market to determine competitive wage and benefit compensation.

Prepare and maintain a variety of confidential employee records.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate innovative service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations governing personnel practices.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Assimilate information, process logically, and make sound decisions.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

Five years of increasingly responsible personnel management experience including two years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in business administration, human resources or a related field.

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:	
up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Occasionally to Frequently
Reaching forward:	Occasionally
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Occasionally

Coordination -	Eye-hand:	Frequently
	Eye-hand-foot:	Never
	Driving:	Occasionally

PHYSICAL DEMANDS (continued):

Talking	-	Face-to-face:	Occasionally
		Verbal contact:	Occasionally
		Public:	Occasionally
Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required
Hearing	-	Conversation:	Frequently
		Telephone:	Occasionally to Frequently
		Earplugs:	Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Spatial, Form, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Negotiating, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Precision Working, Operating-controlling, Driving-operation, Manipulation, Tending, Handling, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Slippery/uneven surfaces, Using computer/computer monitor screen, Works around others, Works alone, Works with others.