

CITY OF SOLEDAD

**Approved: 6/2/2021
FLSA: EXEMPT**

HUMAN RESOURCES MANAGER

DEFINITION

Under administrative direction, designs, develops, implements and administers a wide variety of human resource activities including recruitment and selection, classification, performance management, employee/employer relations activities, workers compensation coordination including the interpretation, administration and negotiation of labor agreements, compensation and benefits administration, organizational development, training, personnel records and externally-mandated programs such as the Americans With Disabilities Act; conducts research and analysis for special projects; and performs related work as assigned.

The Human Resources Manager is responsible for complex human resources issues, including the application of employment law and organizational development theories; and is capable of performing a wide variety of human resources and other general administrative assignments.

SUPERVISION RECEIVED AND EXERCISED

Human Resources Manager receives general supervision from the City Manager and supervises one Office Assistant position.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Administers the City's personnel system.
- Reviews City policies and procedures and makes recommendations to ensure the City's practices comply with State and Federal personnel laws.
- Conducts formal job analysis processes and job audits as directed.
- Reviews, updates and revises job specifications.
- Coordinates recruitment and selection processes, including recruitment, evaluating applications and developing and administering examinations.
- Conducts salary and benefit surveys and prepares related analytical reports.
- Develops, analyzes and responds to salary and benefit surveys.
- Prepares and/or delivers orientation programs and training programs.
- Researches special issues in fields related to human resources and employee relations subject matters and prepares written reports.
- Counsels and informs employees and supervisors of procedures and regulations pertaining to human resources actions and policies.

- Participates in various phases of employee relations program, including preparation of disciplinary actions, assistance with negotiations and contract administration.
- Participates in employment outreach activities including representing the City at job fairs and community events.
- Plans and coordinates selection and recruitment activities with City departments.
- Composes job bulletins and recruitment information.
- Recommends, schedules, and coordinates advertising activities in appropriate media.
- Develops, updates or revises policies, procedures, handbooks, and manuals.
- Coordinates and maintains the City's personnel filing system.
- Conducts employee exit interviews.
- Reviews employee performance evaluations.
- Provides career counseling for City employees and prospective applicants.
- Conducts and coordinates investigations in discipline and grievance matters.
- Participates in and coordinates processes to ensure that disabled employees and applicants receive appropriate accommodation in compliance with federal and state law.
- Coordinates risk management functions.
- Prepares research and reports on assignments on general administrative topics assigned by the City Manager.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of human resources in a public agency setting.
- Principles and practices related to recruitment, selection, classification and compensation.
- Principles and practices of benefits administration.
- Federal, state, and local laws and ordinances governing employment practices and procedures.
- Standard office practices and procedures, including record management.
- Office computer and online applications, including word processing and spreadsheets.

Ability to:

- Collect, analyze and interpret data including classification and salary, and benefit information.
- Develop and prepare clear, concise and comprehensive reports and agenda items.
- Develop, create and administer examinations.
- Develop necessary skills from on-the-job training and meet the standards of performance for the classification by the end of the probationary period.
- Foster a teamwork environment and positive organizational relations.
- Interpret and apply Memoranda of Understanding, and City policies.
- Maintain confidentiality when necessary and prudent.
- Read, write, and communicate effectively and comprehend directions in English.

Skills to:

- Interpret, apply and explain policies, procedures and practices of human resources administration.
- Manage the recruitment and selection process for all levels of city positions.
- Review personnel documents for completeness and accuracy.

- Plan effective recruitment, testing and selection practices.
- Maintain accurate and confidential personnel records.
- Perform technical human resources work.
- Coordinate risk management practices to reduce City liability.

Education and Experience:

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

- Any combination of education and experience that has provided the knowledge, abilities and skills necessary for a Human Resources Manager.
- Possess two years of professional experience in a human resources position, and a bachelor's degree in human resources, business or public administration, public policy, or related field. Additional years of qualifying experience may be substituted for the required education on a two for one year substitution.
- Experience in a municipal organization and bi-lingual Spanish speaking skills are desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California class C driver's license with satisfactory driving record acceptable for insurability may be required for some assignments.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.