



<b>Department:</b>	Administrative Services
<b>Bargaining Unit:</b>	Confidential
<b>Salary Range:</b>	C72
<b>Last Revision:</b>	August, 2008

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## HUMAN RESOURCES MANAGER

### **DEFINITION**

Under general direction from the Department Head, to supervise, assign, manage and perform complex professional Human Resources work in a variety of areas including benefits administration, employer/employee and labor relations, classification and pay, risk management, recruitment and examinations, training and employee record keeping; to provide information on the functions, programs, and policies of the Human Resources component of the Administrative Services Department.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from Administrative Services Director.

Exercises direct and indirect supervision over professional, technical and clerical staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Plan, organize, and manages the administration of the City's personnel polices, practices and procedures; advise management and employees in their interpretation as required.

Develop and assist in development and implementation of goals, objectives, policies and priorities.

Participate in formulating, recommending and coordinating the implementation of policies, rules, and practices for accomplishing the goals of the City's Personnel Program.

Supervise and administer the classification, compensation, recruitment and selection, equal employment, labor relations, evaluations, training and risk management programs.

Develop requests for proposals for employee benefits programs, contracts, and agreements; analyze proposals and make recommendations.

Advise management and employees regarding grievance procedures; monitor and administer grievance procedures.

Meet with representatives of employee organizations.

*City of Hollister*  
*Human Resources Manager (Continued)*

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Manage the City's personnel recruitment and selection process, including screening applications, develop and administer examinations; establish eligibility lists.

Determine and develop appropriate written, oral and/or performance examination programs.

Coordinate Human Resources/Risk Management activities with other City departments.

Supervise and participate in the preparation of various personnel reports; make oral presentations as necessary.

Prepare and administer the Human Resources/Risk Management Budget.

Conduct position classification studies, prepare, and revise class specifications and prepare recommendation and implementation reports.

Assist, recommend and coordinate the City's Human Resources/Risk Management training programs.

Conduct salary and fringe benefit surveys, analyze data, recommend adjustments and internal salary relationships.

Participate in labor relations activities as assigned.

Coordinate city-wide safety programs.

Develop and implement training, employee development and other related programs.

Analyze, evaluate and provide instruction regarding the City's Worker's Compensation and Loss Prevention Programs.

Assist Third Party Administrator, and City staff with workers compensation issues or claims as appropriate.

Maintain confidential records and respond to inquiries for the same.

Monitor and promote Affirmative Action goals and efforts.

Operate a variety of office equipment including typewriter, calculator, duplicating machine, computer, and word processor as need.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles and practices of public personnel administration, including methods and techniques used in recruitment and selection, classification, salary administration, equal employment action, risk management, and labor relations activities.

Training needs assessment, planning, and coordination.

Applicable Federal and State laws and regulations, labor relations laws, methods, and practices.

Techniques of payroll and benefit administration.

Methods for the development and preparation of accurate reports; conducting and develop effective and accurate research and analysis.

Spreadsheet and Software applications for the development and maintenance of City Personnel wages, benefits.

Statistical analysis and research techniques, methods, and procedures.

Principles, methods and procedures utilized in recruitment, selection, examining, training, classification, labor relations, risk management and salary administration.

Principles of Equal Opportunity and Affirmative Action.

Principles and practices of training methods and concepts.

Principles and practices of excellent Customer Service.

**Skill to:**

Communicate clearly and concisely, orally and in writing.

Exercise independent judgment in the solution of personnel problems and issues.

Understand, interpret and apply personnel rules and regulations.

Prepare and administer a Division budget.

Operate modern office equipment including computer equipment.

**Ability to:**

Supervise, organize, and review the work of technical and clerical personnel.

Select, supervise, train, and evaluate staff.

Accurately interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Conduct complex and analytical job analysis, classification and related personnel studies.

Perform responsible and difficult technical and administrative work involving the use of sound and independent judgment.

Independently perform recruitment and selection processes as established by City policies, rules, and procedures.

Interact effectively and sensitively with individuals from diverse backgrounds.

Research, collect, compile, and analyze information and data and prepare a variety of fiscal, statistical, and administrative reports.

Prepare clear and concise reports and correspondence.

Meet and deal tactfully and effectively with the public.

Maintain confidentiality of employee information.

Analyze situations carefully and adopt effective courses of action.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

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

**Experience:**

Four (4) years of increasingly responsible experience in Human Resources administration, to include the supervision and administration of a Public Agency Personnel/Human Resources function.

**Training:**

A Bachelor's degree from an accredited college with emphasis in organizational development, human resources or public administration, or a closely related field, or equivalent combination of education and experience in working in a public agency human resources environment.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate valid California driver's license.

**Special Requirements**

*Essential duties require the following physical skills and work environment:*

Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.

Manual dexterity to write, use a telephone, computer, business machines, and related equipment.

Speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone, and while addressing large groups.

Mental acuity to collect and interpret data, evaluate, reason, define problems, determine facts, reach valid conclusions, make sound judgments and decisions.

Physical stamina and ability to work in a standard office environment; ability to travel to different sites.

**Effective Date:** August 2008