

Date Adopted:
Code: 2120

CITY OF HEMET

HUMAN RESOURCES MANAGER

DEFINITION

Under administrative direction, plans, organizes, and directs all activities within the Human Resources Department. Establishes operational objectives; directs organizational development and training; recommends and implements change; and manages personnel programs, policies, systems and services, and collective bargaining agreements; and performs related duties as required.

CLASS CHARACTERISTICS

This department head position reports directly to the City Manager and is responsible for the development and administration of complex Human Resource programs.

EXAMPLES OF DUTIES

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

1. Assist in the development and implementation of personnel policies, practices, programs and procedures.
2. Analyze and interpret the City's municipal code, administrative policies, ordinances, resolutions, and labor agreements and make recommendations for revision when necessary.
3. Develop, recommend, monitor and evaluate organizational training and development programs.
4. Conducts and supervises classification studies, salary and benefits surveys; performs analysis and develops recommendations regarding proposed adjustments and program of implementation; prepares detailed reports.
5. Develop, recommend, monitor, and evaluate personnel organizational goals and strategies; identify and forecast staffing needs and define alternatives.
6. Track and keep the City Manager informed of legislation which may affect the department; recommend and implement actions necessary to ensure compliance with state and federal regulations that affect the operations of the department; participate in preparing responses and recommending necessary actions to resolve matters identified by the City Council, City Commissions, the City Manager, other City departments, employee groups, state and federal agencies, individuals, cities, and other organizations.

EXAMPLES OF DUTIES (Continued)

7. Assists in the administration of the Risk Management Program, including Worker's Compensation, liability, and other insurance programs; and assists in the development and implementation of safety training.
8. May participate in the review of liability and industrial accident claims to identify loss exposure; develops job related medical standards for high risk classifications; participates in the review of insurance plans and recommends policy revisions.
9. Provides administrative staff support in the labor negotiations process; participates in the administration of labor agreements and disciplinary action proceedings.
10. Prepare, administer and monitor the Human Resources Department budget.
11. Advise the City Manager and Department Directors on processes relating to the grievance procedure, Skelly decision, disciplinary action and other personnel procedures.
12. Administer, coordinate and maintain the City's Affirmative Action Plan, the Equal Employment Opportunity Program.
13. Prepare written reports for submittal to the City Manager, City Council, City Commissions, and other City departments; make oral presentations to the City Council as necessary; represent the department at meetings involving other departments, governmental agencies, citizen groups, businesses, contractors, consultants or other organizations having business with the department.
14. Maintain awareness of state-of-the-art development in personnel management; attend meetings, conferences and workshops. Implement change, promote teamwork, negotiate, and problem solve, be responsive to the needs of management and staff, understand and incorporate internal and external service and satisfaction in carrying out responsibilities.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of experience and education demonstrating the ability to perform the duties of this classification. Example combinations include a Bachelor's degree or equivalent from a major university or college with major course work in public administration, human resource management, or a closely related field, plus (5) years of progressively responsible public sector experience in municipal personnel or human resources management and risk management, including at least three years of administrative and supervisory experience. A Master's degree is highly desirable.

Knowledge, Skills, and Abilities

Thorough knowledge of the principles and practices of public personnel management; principles and practices of public administration, organization, and management; principles and practices of employee recruitment and selection; methods of establishing and maintaining comprehensive classification and compensation plans, affirmative action status; principles and methods of research and statistics; and computer word processing and spreadsheet programs. Ability to analyze and interpret and apply various regulations governing the functions of the department; analyze technical and administrative problems and make sound recommendations for their solution; prepare clear, accurate, concise, and effective reports, memoranda, and other written materials; make oral presentations; deal tactfully and effectively with others in controversial or conflict situations; learn and utilize computer software to aid in research and report writing; and establish and maintain effective working relationships with officials, supervisors, fellow employees, and the public.

Special Requirements

Possession of, or ability to obtain, a valid Class C California driver's license and a satisfactory driving record.