



**POSITION DESCRIPTION**

<b>Title:</b>	Human Resources Manager	<b>Department:</b>	Administration
<b>Type:</b>	Regular, Full-Time	<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Executive	<b>Revised:</b>	10/2018

**DEFINITION**

Responsible for planning and organizing the activities of the Human Resources Department including employee and labor relations, recruitment and selection, employee benefits, classification and compensation, payroll, development and administration of policies and procedures, and worker's compensation. Assists with safety and risk management and employee training and development programs. The job involves day-to-day personnel activities, as well as long-term planning, policy recommendations, and policy implementation in the area of human resources.

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Administrative Services/Finance Director. Exercises direct supervision over the Payroll/Human Resources Specialist position. May exercise supervision over other professional, technical, and clerical staff and/or consultants.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include but are not limited to:

- Plan, organize, and manage all recruitment and selection activities.
- Select, train, motivate, and evaluate assigned personnel; work with employees to correct deficiencies; coordinate and implement disciplinary and termination procedures when necessary.
- Prepare, review, and process Personnel Action Forms (PAFs) for Town employees consistent with Personnel rules and policies, and appropriate Memoranda of Understanding; maintain personnel databases to track personnel actions; monitor and coordinate the employee performance evaluation system.
- Oversee the Town's payroll function; plan, organize, direct, and manage payroll procedures and benefits administration.
- Maintain confidential personnel files, records, and information.
- Conduct new employee orientations; issue and review policies with employees, explain benefit plans, and answer employee questions.
- Maintain the Town's salary schedules and classification plan; conduct job audits; prepare, review, and update class specifications.
- Oversee worker's compensation including preparing and maintaining worker's compensation injury reports and records, and related activities to help ensure the Town is in compliance with California Joint Powers Authority (CJPIA) insurance pool safety standards.

- Serve as the primary resource to Town employees, employee associations, supervisors, managers, department heads, and Town Manager for human resources-related services.
- Oversee the administration of the Town's Personnel Rules.
- Prepare the department budget, monitor department expenditures, and process invoices for payment.
- Assist with the management of activities relative to labor and employee relations including labor negotiations, disciplinary actions, and grievance procedures.
- Prepare a variety of written documents including staff reports, proposals, contracts, correspondence, charts, and tables; present at Town Council meetings when necessary.
- Represent the department to outside agencies and organizations and participate in outside community and professional groups and committees, when appropriate.
- Work with the Department Director to establish long-term goals, objectives, policies, procedures, and priorities related to Human Resources.
- Assist with maintenance of the employee training calendar, scheduling and registering employees for workshops, and maintenance of records for required training.
- Work with the Department Director to develop future budget recommendations based on analysis of wages and benefits.
- Monitor and analyze laws and pending legislation pertaining to personnel, management, and employee relations that affect Town operations.
- Recommend, develop, and implement personnel and risk management policies.
- Manage the leasing and general maintenance of the Town-owned condominiums for use by town employees or consultants.
- Develop, coordinate, and administer a variety of programs and projects throughout the Town and in coordination with other local agencies, as directed.
- Coordinate and assist the Town Manager in the administration of the Chapter 2.44 of the Municipal Code and in recommending actions to appoint, remove, promote and demote employees of the Town.
- Other duties as may be assigned.

## **QUALIFICATIONS**

### Knowledge of:

- Principles, practices, methods, and techniques used in public sector Personnel and payroll administration, including municipal employee relations.
- Recruitment, training, job analysis, employee benefits, classification, and compensation best practices.
- Analytical, statistical, and research methods.
- Basic principles of applicable Federal, State, and local laws, regulations, and policies.
- File maintenance and management principles.
- Modern methods and practices of supervision and training.

Ability to:

- Research and explain Town personnel rules, regulations, policies, procedures, and MOU provisions to employees and the public with an emphasis on customer service.
- Interpret, explain, and apply policies, procedures, and regulations pertaining to payroll, benefits, personnel programs, and risk management.
- Mediate problems and resolve conflicts.
- Work within complex, sensitive political environments.
- Research and analyze technical information and organizational and administrative problems.
- Create, recommend, and implement effective courses of action.
- Learn quickly, work effectively under pressure, and meet deadlines.
- Plan, organize, direct, and coordinate the work of assigned personnel; delegate authority and responsibility, select, supervise, train, and evaluate staff.
- Exercise good judgment, flexibility, creativity, and sensitivity to changing situations and needs.
- Perform complex clerical work accurately while coordinating and performing multiple activities.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, orally and in writing for the public, Town organization and Town Council.
- Maintain confidentiality of information in a professional manner.
- Establish and maintain cooperative and effective relationships with those contacted in the course of work.

Experience and Training:

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:

Education:

Bachelor's degree from an accredited college or university, with major course work in human relations, public administration, business administration, or a related field is required. A Master's degree in a related field is preferred.

Experience:

Seven years of increasingly responsible experience in personnel system development and administration, including experience with staff recruitment and selection, position classification, compensation system development, labor law compliance, payroll and benefits administration, and risk management. Experience in municipal human resources and two years of supervisory experience is preferred.

Licenses:

Must have (or receive within state required time frame) a valid State of California Class C Driver's License with an acceptable driving record. Must pass an appropriate background check prior to the hire date.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software, telephone, phone, copy machine, and fax machine.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, grasp, squeeze, or feel in order to operate or manipulate objects, this will frequently involve repetitive arm and wrist use. The employee will occasionally be required to reach above and below shoulders with hands and arms and is frequently required to stand, walk, talk, hear, and smell for up to 8 hours a day. The employee is frequently required to sit, and occasional required to climb stairs, balance, stoop, kneel, crouch, twist, or crawl. Occasional operation of motor vehicles and foot pedals is required. Occasional walking on even and uneven surfaces is required.

The employee is required to occasionally lift and/or pull or push up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions. Ability to maintain work pace, relate to others, advise, counsel, influence, lead, train or give instruction, supervise employees and work independently as well as in group activities. Employee is expected to regularly interact with the public.

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees. Position is required to drive in various conditions for meetings, etc.

**GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

**Received and Reviewed by:**

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**Employee Signature**

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**Date**