

CITY OF SAN JUAN CAPISTRANO

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 human resources activities and operations for the City including recruitment, selection, benefits administration, classification and compensation, worker's compensation, training, employee relations, employee safety, and labor negotiations; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative and management support to the City Manager and Assistant City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager and Assistant City Manager.

Exercises direct supervision over clerical staff.

ESSENTIAL FUNCTION STATEMENTS . *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assumes management responsibility for assigned human resources services and activities including recruitment, selection, benefits administration, and classification and compensation, worker's compensation, training, employee relations, employee safety, and labor negotiations.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administer policies and procedures.
3. Negotiates labor agreements with associations and resolves sensitive and controversial issues in the course of managing the responsibility for all human resources services and activities assisted by the City Attorney.
4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
5. Plans, directs, coordinates and reviews the work plan for staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.

6. Coordinates the recruitment and selection process; screens applicants and lists job candidate qualifications; recommends eligible candidates for examination or interview; coordinates the oral board and participates in the interview process.
7. Coordinates city-wide training and assesses training needs for all departments.
8. Conducts employee orientations; reviews City policies, procedures and employee benefits; conducts exit interviews.
9. Administers and maintains the City's classification and compensation plan; conducts job analysis studies, salary, and benefit surveys; receives appeals and recommends appropriate solutions.
10. Administers workers' compensation program; reviews and processes paperwork; coordinates and collaborates with workers' compensation carrier; prepares appropriate reports.
11. Coordinates the use and selection of temporary employment agencies.
12. Selects, trains, motivates and evaluates staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
13. Oversees and participates in the development and administration of the annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
14. Serves as the liaison for personnel services with other divisions, departments and outside agencies; assists with disciplinary issues, advises department heads, Assistant City Manager/City Manager on handling employee issues; and negotiates and resolves sensitive and controversial issues.
15. Prepares and presents staff reports to City Council; prepares necessary correspondence.
16. Provides responsible staff assistance to the City Manager.
17. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to personnel administration programs, policies and procedures as appropriate.
18. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of personnel administration.
19. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services/activities of a personnel administration program.
Principles and practices of human resource management.
Principles and practices of program development and administration.
Methods and techniques of classification and compensation analysis.
Methods and techniques of conducting employee interviews.
Principles and practices of recruitment and selection.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations.

Skill in:

Overseeing and participating in the management of a comprehensive personnel administration program.
Administering and maintaining the City's classification and compensation plan.
Responding to a variety of questions and inquiries from employees.
Overseeing, directing and coordinating the work of lower level staff.
Selecting, supervising, training and evaluating staff.
Coordinating and administering employee benefits.
Participating in the development and administration of division goals, objectives and procedures.
Preparing and administering program budgets.
Preparing clear and concise administrative and financial reports.
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
Researching, analyzing and evaluating new service delivery methods and techniques.
Interpreting and applying Federal, State and local policies, laws and regulations.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

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 experience in human resources management including two years of administrative and supervisory responsibility preferably in the public sector.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in Public Administration, Organizational Development, Business Administration or a related field. A Master's degree and a Human Resources certificate are highly desirable.