HUMAN RESOURCES MANAGER

DEFINITION

The Human Resources Manager is a key member of the City’s Senior Management Team (SMT) and is assigned to the City Manager’s Office. Under direction of the City Manager, the Human Resources Manager plans, organizes and directs the personnel program of the City, including employee relations; recruitment and selection; classification; compensation; benefits administration; safety; payroll; employee health and rehabilitation; training and risk management (Workers Compensation). The Human Resources Manager provides technical, policy and managerial advice and assistance to the City Manager and the SMT; directs, coordinates, reviews and evaluates the work of subordinate staff; and performs related work.

EXAMPLES OF DUTIES

The incumbent shall be expected to perform, at various times, the following functions and duties:

- As a member of the SMT, advises the City Manager on personnel management issues and formulation of City personnel policies and procedures;
- Plans, directs, organizes and coordinates work activities of subordinates and staff in the Human Resources Division relating to the City’s personnel management program, employment, compensation, labor relations, and employee relations;
- Coordinates personnel activities with the various City Departments;
- Represents the City in and oversees the City's labor relations and labor contract (MOU) negotiation activities;
- Monitors and reviews personnel activities for consistency and propriety with regard to the City’s goals, policies, and procedures;
- Oversees the employee recruitment, examination, hiring and retention programs for the City;
- Coordinates special personnel project activities for the City;
- Supervises Human Resources, Payroll and other support staff;
- Manage budget for Human Resources/Payroll.
- Oversees nondiscrimination, affirmative action and equal employment opportunity programs;
- Oversees department timekeeping and payroll processes ensuring coordination and adherence to City, State and Federal requirements;
- Develops and implements employee recognition programs and works to enhance employee morale;
- Supervises worker’s compensation and return to work programs.
- Chairs the City’s Safety committee and coordinates safety training programs city-wide.
• Performs other work as assigned.

CLASS CHARACTERISTICS

The Human Resources Manager performs complex and politically sensitive tasks including functioning as the City’s Personnel Director (as defined in the City’s Personnel Rules, Employee Relations Resolution, and applicable State and Federal law and regulations). Appropriate judgment is essential to this position, as incumbents are expected to use professional judgement and skills in establishing relationships working with employees, employee bargaining groups, regulatory agencies, other cities, regional authorities, and professional organizations. Strategic thinking is also essential to this position, including the ability to see emerging trends and develop strategies to succeed in a changing environment. Community sensitivity and awareness are crucial to this position, including engaging and being able to effectively communicate to a very culturally diverse community for the purpose of recruiting and maintaining a diverse workforce that represents the Union City community. Creativity is paramount in developing and implementing effective HR programs, including marketing and public information programs, preparing grant applications, and developing new programs to increase the level of employee productivity and engagement.

PERSONAL CHARACTERISTICS

The ideal Human Resources Manager will possess the following traits and characteristics:

• Recognition that the Human Resources Manager is a partner and leader in helping the City achieve its goals;
• Diversity, fairness and integrity will be priorities in all decisions and a focus of the Human Resources Manager and staff;
• Recognition that service to the City and its employees is a key component of success for both the Human Resources Manager and HR staff;
• A balance of compassion and organizational agility to effectively address sensitive issues;
• A dynamic and collaborative approach that anticipates needs and captures opportunities;
• The ability to align sound human resources principles with organizational goals and objectives, including the ability to maintain a dual balance of ensuring compliance while working to assist with achieving the organization's goals;
• Leadership with integrity and strong core values that are demonstrated consistently through well thought out decisions and actions;
• Excellent verbal and written communication, able to speak and write persuasively in representing the City's mission and goals;
• A hands-on leader, willing to share the load, delegate and ensure accountability, but also willing to “roll up their sleeves” to get the job done;
• Innovative and imaginative approach to serving the organization and bringing technology to bear to accomplish the work;
• Ability to build an effective team, set goals, mentor and develop staff, evaluate the structure and means of delivering services and focus on delivering exceptional services to accomplish the City’s strategies and goals;
• A commitment to use data and metrics to assess progress, determine priorities and inform decisions;
• Knowledge of, or willingness to learn, the work of the organization to support the
“line” staff;
- Skills as a mediator and negotiator, able to work through difficult situations with tact and diplomacy, and with the strength to represent the City's priorities;
- Cool and calm in every situation, and not feeding a crisis or problem;
- Able to identify the critical issues and work toward resolving them;
- A sense of humor and the ability to laugh at life's challenges.

QUALIFICATIONS

Knowledge Of:
- Accepted principles and practices of public personnel administration and organization applicable to a municipal agency;
- Methods and techniques of work organization, simplification and layout;
- Principles and practices of personnel administration and supervision;
- Principles and methods of organizational development and research;
- Statistical methods and methods of graphic presentation used in administrative and budget analysis;
- Principles and practices of employer-employee relations (Meyers-Milias-Brown Act), classification and compensation relative to Merit System Principles, recruitment and examination, affirmative action and staff development;
- Workers Compensation law, regulations and procedures applicable to municipal agencies, for safety and non-safety employees;
- Principles of supervision and leadership;
- Principles and practices of public employee timekeeping and payroll systems.

Ability To:
- Analyze complex personnel and organizational problems, and develop effective resolutions, and implement effective courses of action;
- Plan, organize, direct and coordinate a complex and comprehensive personnel program;
- Develop and maintain effective working relationships with CMO staff as well as with staff of other departments and external agencies;
- Select, train, assign, and evaluate the performance of subordinate staff;
- Prepare clear and concise reports;
- Work effectively as a member of the SMT;
- Maintain objectivity in the administration of the City's Personnel Management program;
- Advance the use of technology in personnel business processes.
- Keep abreast of new laws (ACA, Healthy Family’s Act, OSHA regulations, FMLA, overtime rules, etc.).

Education and Experience
Possession of a Bachelor's Degree from an accredited college or university with a major in Business or Public Administration, Social or Behavioral Science, Human Resources Management, Organizational Development, or a closely related field.
Seven (7) years of full-time personnel management experience which includes responsibility for conducting or participating in negotiations with labor organizations on issues pertaining to employer-employee relations, and the performance of departmental personnel and payroll functions, at least four (4) years of which must have been in a public agency in a supervisory or managerial capacity.

**LICENSE**

Possession and maintenance of a valid Class C California Driver’s License with a satisfactory driving record.