

## **HUMAN RESOURCES MANAGER**

Bargaining Unit: Unrepresented Management

### **DEFINITION**

Under general direction of the Human Resources Director, the Human Resources Manager oversees and coordinates the day-to-day human resources operations and is expected to perform professional human resources and administrative work. The Human Resources Manager manages, reviews and evaluates the work of subordinate staff.

### **CLASS CHARACTERISTICS**

The Human Resources Manager (HRM) is a single position classification in the Human Resources Department responsible for the supervision of staff in a number of program areas including recruitment and selection, classification and compensation, benefits administration, disability and leave management, employee and labor relations, human resource information systems and record keeping and retention.

### **EXAMPLES OF DUTIES (illustrative only)**

- Plans, directs, and coordinates work activities of staff in the Human Resources Department.
- Assists the HR Director in the planning, development, and carrying out of high-quality operations for the Department; assists in the development and implementation of initiatives.
- Provides information and assists with the development and implementation of various policies and procedures.
- Coordinates human resources and staffing planning activities with the various City Departments. Monitors and reviews personnel activities for consistency and propriety with regard to the City's goals, policies, and procedures.
- Represents the City in and oversees the City's labor relations and labor contract (MOU) negotiation activities.
- Manages and participates in the full recruitment cycle; determines and develops examination materials; oversees the certification and hiring process.
- Supervises and participates in leave management activities including but not limited to: FML/CFRA administration, temporary modified work, reasonable accommodation, worker's compensation and return to work

programs.

- Directs or conducts classification and compensation studies including desk audits; recommends and executes the creation and revision of classification specifications and salaries.
- Responds to and directs necessary actions to resolve matters identified by City Manager, City departmental staff, and employee organizations.
- Assists in meet and confers and the planning and conducting of labor negotiations.
- Represents and acts in the absence of the Human Resources Director.
- Facilitates the City's Safety committee and coordinates related training and development programs.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

- Principles and practices of public sector human resources administration;
- Health and welfare benefits administration;
- 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 management.

### **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 human resources management programs;

- Develop and maintain effective working relationships with staff at all levels and external agencies;
- Select, train, assign, and evaluate the performance of subordinate staff;
- Communicate effectively, orally and in writing;
- Advance the use of technology in human resource processes;
- Keep abreast of current and new labor laws.

**Education and Experience:**

Any combination of experience and education:

Education: A bachelor's degree with a major in Business or Public Administration, Social or Behavioral Science, Human Resources Management, Organizational Development, or related.

And

Experience: five (5) years of full-time human resources experience including at least one (1) year in a supervisory capacity.

Experience working in a public agency is highly desirable.

**WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS**

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.