

HUMAN RESOURCES MANAGER

ADOPTED: January 2023

City Manager's Approval:


FLSA: Exempt

DEFINITION

Under general direction, plans, organizes and performs a variety of Human Resources functions including recruitment and selection, classification and compensation, employee benefits, labor and employee relations, workers' compensation and safety, training, learning and organizational development; and to provide highly responsible and complex human resources support to City management.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager and/or Assistant City Manager.

CLASS CHARACTERISTICS

The Human Resources Manager oversees and participates in all human resources/personnel activities of the City including recruitment, classification and compensation, labor relations and grievance management, safety and workers' compensation, benefits. Such activities include short- and long-term planning and development and administration of departmental policies, procedures, and services. The Human Resources Manager provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines.

EXAMPLES OF TYPICAL JOB DUTIES (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plan, direct, and administer human resources programs and functions including advising executive and management staff regarding sound Human Resources practices and techniques.
- Develop and implement the Human Resources' goals, objectives, policies and programs in accordance with City policies, goals and objectives.
- Design and implement recruitment plan to obtain qualified candidates by preparing job announcements, advertisements, and other recruitment materials; screen applicants for qualifications; coordinate, design, and administer job-related selection procedures, including application reviews, written and performance tests, and interviews and assessment techniques.
- Develop, direct, and administer the City's classification and compensation systems including recommending the adoption or elimination of classifications, recommend salaries, conduct

compensation and benefit surveys, and participate in the development of related strategies for labor negotiations.

- Direct and administer employee relations activities including contract interpretation, grievance process administration, progressive discipline, facilitate negotiation of new and revised policies and procedures, and maintain ongoing communication with employee associations.
- Direct and administer a comprehensive employee benefits program, administer contracts and plan documents, and monitor the work of third-party administrators.
- Plan and manage administrative work related to personnel action, mediating any disputes between employees and benefit providers.
- Consult with the City Manager, Assistant City Manager, department heads, employee representatives and others on matters related to policy interpretation, discipline, grievances and other personnel practices and matters.
- Provide strategic assistance in labor negotiations. May serve as the City's chief spokesperson for employee relations matters; may write labor relations contract language; may calculate costs of City and/or labor association collective bargaining proposals.
- Coordinate with the City's Risk Management JPA on Workers' Compensation cases, general liability and provision of safety programs.
- Maintain the City's Injury and Illness Prevention Program (IIPP), ensure compliance and perform related program functions.
- Develop and administer City-wide development and training programs, and employee wellness programs.
- Participate in the development and administration of the Human Resources' annual budget, monitor and approve expenditures, implement adjustments.
- Serve as the liaison with other departments and outside agencies; negotiate and resolve sensitive and controversial issues.
- Remain current of professional and legal issues and continually monitor's the City's compliance with federal, state and local laws and regulations as it pertains to Human Resources.
- Prepare City Council staff reports and resolutions relating to implementation of new or amended salaries, adoption or amendment to collective bargaining agreements, contracts for Human Resources' providers and related Human Resources activities.
- Administer the maintenance of accurate, complete and up to date confidential personnel files.
- Participate in the development and implementation of new systems for efficient and effective performance in above areas.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Establish and maintain a variety of filing, recordkeeping and tracking systems, which includes personnel files, benefits files, confidential files such as medical records and pre-appointment references and background materials, recruitment files, labor relations and grievance documents, and other records necessary for recording and maintaining current and historical information.
- Perform related duties.

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QUALIFICATIONS

Knowledge of:

- Principles and practices of human resources management in a public agency, including methods and techniques for recruitment and selection, equal employment opportunity, classification, compensation, benefit analysis and administration, employee and labor relations, workers' compensation employee and organizational development, safety, and training and organizational development.
- Organizational and management practices for analyzing and evaluating programs, policies, and operational needs related to human resources.
- Principles and practices of planning and administering multiple and complex projects and/or programs.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of effective supervision, including employee development and performance management.
- Pertinent Federal, State and local laws, ordinances and regulations governing Human Resources practices.

Ability to:

- Plan, organize, administer, coordinate, review and evaluate all areas of a comprehensive human resources program including formulating and administering best practices and sound human resources policies, procedures, and programs for all levels of City management and employees.
- Develop and implement goals, objectives, policies, procedures, work standards and controls.
- Provide staff support in complex, sensitive, or difficult human resources issues requiring a high level of independent judgment, strong analytical skills, strong interpersonal skills, and creativity.
- Prepare clear and concise reports, correspondence, procedures, instructions and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement approved/adopted recommendations.
- Research, analyze and evaluate innovative service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations governing human resources practices.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Bachelor's degree from an accredited college or university in human resources or industrial relations, business administration, or a related field. Possession of the SHRM Senior Certified Professional certificate may substitute for possession of a Bachelor's degree. Four (4) years of relevant human resources work experience. Prior experience in public sector human resources and/or human resources within a unionized work environment is desirable.

License requirement:

Possession of a valid California Class C Driver's License may be required.

PHYSICAL DEMANDS

Work is in a sedentary office classification although standing in work areas and walking between work areas may be required. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; moderate bending and squatting. (2) Lifting: frequently, up to ten (10) pounds; occasionally, greater weight. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. (5) Hearing/Talking: frequent hearing and talking in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environment: works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.