

HUMAN RESOURCES MANAGER

JOB SUMMARY

Under administrative direction, to plan, organize, implement and direct a broad range of personnel and risk management programs in the City; and to perform related duties as required.

CLASS CHARACTERISTICS

This position works under the direction of the Administrative Services Director. An incumbent is responsible for managing all phases of the personnel and risk management programs, including recruitment and selection, classification and compensation, employee and labor relations, employee development, employee benefits, workers' compensation and liability. An incumbent directs the work of professional, administrative and support staff and exercises considerable independent judgment and discretion in the performance of duties. Work is evaluated through conference, reports and the quality of services provided.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.

Plans, organizes and directs overall personnel administration and risk management programs and activities; supervises, coordinates, assigns and evaluates the work of staff in these areas.

Supervises recruitment and selection activities to ensure Citywide consistency, job-related valid screening techniques and conformance to federal and state laws and regulations.

Supervises or participates in the development or revision of class specifications; recommends classification and/or salary allocations for existing or new positions.

Counsels and advises departments on employee relations practices and techniques and disciplinary matters.

Represents the City as a member of the management negotiation team.

Supervises the administration of employee group health and welfare benefits and retirement plans.

Oversees the investigation of property, liability and worker's compensation claims; determination of City liability; and adjustments and settlement of claims.

Analyzes insurance needs and makes recommendations for needed coverage; makes recommendations for reducing losses and the cost of these losses.

Recommends insurance carriers/administrators and appropriate levels of coverage; prepares specifications for the purchase of insurance; reviews insurance policies to determine applicability and procedure requirements for liability claims; participates in negotiations of policy terms.

Ensures compliance with Federal, State, and local labor, employment, workers' compensation, occupational safety and health regulations and laws.

Supervises or conducts statistical analyses, special studies, surveys and preparation of comprehensive technical reports.

Oversees preparation of and administers the division budget; may develop and prepare a Citywide budget cost allocation plan for risk management expenditures.

Recommends and directs employee development, training and recognition programs.

Assists in planning and developing departmental goals, objectives and policies; provides for policy implementation and interpretation.

Performs other related duties as required.

QUALIFICATIONS GUIDELINES

A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:

Education, Training and/or Experience

Graduation from an accredited four-year college or university with major coursework in personnel or human resources management, public or business administration, industrial relations or a related field. A Master's Degree is desirable.

Five years of broad and progressively responsible professional personnel/human resources management experience, including experience at the supervisory level. Public sector experience is preferred.

Requisite Knowledge and Skill Levels

Principles and practices of personnel and risk management program development, implementation and administration.

Federal, State and local laws, codes and regulations governing employment, labor relations, worker's compensation, occupational safety and risk management programs.

Principles and practices of contract and labor negotiations.

Practices and procedures involved in the investigation, evaluation, adjustment and settlement of personal injury, property, liability and/or workers' compensation claims.

Principles and techniques of supervision, training, budgeting, record keeping, statistical measurements and applications; risk and insurance financing and accounting.

Requisite Abilities

Define problem areas; collect and evaluate data; define and select alternatives; draw conclusions and develop recommendations; plan and implement recommendations.

Prepare and present written and oral information in a clear, concise and accurate manner.

Interpret complex rules and regulations, laws and policies and to apply them with good judgment.

Establish and maintain effective working relationships with staff, City officials, representatives of other governmental agencies and the general public.

Direct, coordinate, train and evaluate subordinate staff.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

See attached summary of most demanding essential physical tasks and environmental factors for the class.

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

(7-04)