



## **HUMAN RESOURCES DIRECTOR**

Salary Range: Executive

### **DEFINITION**

The Human Resources Manager is an executive management level classification responsible to plan, organize, and direct the activities of the Personnel Department including employee and labor relations, recruitment and selection, employee benefits, classification and compensation, development and administration of policies and procedures, payroll, designated facilities, worker's compensation, safety and risk management, and employee training and development programs. The job involves day-to-day personnel and risk management activities, as well as long-term planning, policy recommendations and policy implementation in the area of human resources and risk management. The position is a key member of the Town's Executive Management Team. This position is also referred to as the People and Risk Operations (PRO) Manager.

### **SUPERVISION RECEIVED AND EXERCISED**

Position is appointed by the Town Manager and reports to the Town Manager. The position may exercise direct supervision over professional, technical and clerical staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Conduct day-to-day personnel and risk management activities, such as:

- Conducts recruitment and selection activities for full-time, part-time, and seasonal employees; participates in interviews for all full-time employees.
- Leads preparation of employment tests, prepares eligibility lists, notifies candidates at all steps of the selection process; coordinates employee pre-placement physical examinations for newly-hired employees.
- Prepares, reviews, and processes Personnel Action Forms (PAFs) for the Town employees consistent with Personnel rules and policies, and appropriate Memoranda of Understanding; maintains Personnel databases to track personnel actions; monitors and coordinates the employee performance evaluation system.
- Maintains confidential personnel files and records and information.
- Conducts new employee orientation sessions; issues and reviews policies, explains benefit plans and answers employee questions.
- Coordinates and conducts employee termination processes.

- Maintains training calendar, schedules and registers employees for workshops; maintains records for required training.
- Maintains the Town's compensation schedules.
- Maintains the Town's job classification plan, conduct job audits, prepare, reviews, and update class specifications.
- Manages activities relative to labor and employee relations including labor negotiations, disciplinary actions, and grievance procedures.
- Oversees workers compensation, safety and risk management programs; prepares and maintains worker's compensation injury reports and records; manages the Safety Committee and related activities to help ensure the Town is in compliance with California Joint Powers Authority (CJPIA) insurance pool safety standards.
- Assists in the preparation of the department budget; monitors department expenditures, and processes invoices for payment.
- Serves as an HR resource to Town employees, employee associations, supervisors, managers, department heads, and Town Manager.
- Prepares a variety of written documents including staff reports, proposals, contracts, correspondence, charts, and tables; presents at Council meetings when necessary.
- Represents the department to outside agencies and organizations and participates in outside community and professional groups and committees.
- Oversees payroll, benefit administration and related activities.
- Oversees facilities work and manages the maintenance of designated Town operated facilities.
- Select, train, motivate, and evaluate assigned personnel; work with employees to correct deficiencies; implement discipline and termination procedures when necessary.

Lead long-term planning for personnel and risk management, including activities such as:

- Establishes goals, objectives, policies, procedures, and priorities related to the activities of the Personnel Department.
- Oversees and administers the Town's Personnel System Rules.
- Works with the Finance Director to develop future budget recommendations based on analysis of wages and benefits.
- Develops, coordinates, and administers employee health and welfare benefit programs.
- Monitors and analyzes laws and pending legislation pertaining to personnel, management, and employee relations which impact Town operations.
- Recommend, develop and implement key personnel and risk management policies.

- Develops, coordinates, and administers a variety of programs and projects throughout the Town and in coordination with other local agencies, as directed.
- Variety of tasks, programs, and other duties, as assigned.

## **QUALIFICATIONS**

### Knowledge of:

- Principles, practices, methods, and techniques used in public sector Personnel administration, including municipal employee relations.
- Recruitment, training, job analysis, employee benefits, classification, and compensation best practices.
- Analytical, statistical and research methods.
- Basic principles of applicable Federal, State, and local laws, regulations, and policies.
- Modern office methods, procedures, equipment, and business letter writing.
- File maintenance and management principles.
- Modern methods and practices including supervision and training.
- Municipal budget administration.

### Ability to:

- Research and explain Town personnel rules, regulations, policies, procedures, and MOU provisions to employees and the public with an emphasis on customer service.
- Interpret, explain and apply policies, procedures, and regulations pertaining to payroll, benefits, personnel programs, and risk management.
- Mediate problems and resolve conflicts.
- Work with sensitivity within complex political environments.
- Research and analyze technical information, organizational and administrative problems.
- Create, recommend, and implement effective courses of action.
- Learn quickly, work effectively under pressure and meet deadlines.
- Plan, organize, direct, and coordinate the work of assigned personnel; delegate authority and responsibility, select, supervise, train, and evaluate staff.
- Exercise good judgment, flexibility, creativity, and sensitivity to changing situations and needs.

- Perform complex clerical work accurately while coordinating and performing multiple activities.
- Establish and maintain financial records; make routine mathematical computations.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, orally and in writing for the public, Town organization and Town Council.
- Maintain confidentiality of information in a professional manner.
- Coordinate multiple concurrent projects, working well under pressure and deadlines with limited supervision.
- Establish and maintain cooperative and effective relationships with those contacted in the course of work.

Experience and Training:

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:

Education:

Bachelor’s degree from an accredited college or university, with major course work in human relations, public administration, business administration or a related field. Master’s degree in a related field is preferred.

Experience:

Seven years of increasingly responsible experience in personnel system development and administration, including experience with staff recruitment and selection, position classification, compensation system development, labor law compliance, benefits administration, and risk management. Two years of supervisory experience is required. At least two years of municipal human resources experience is preferred.

Licenses:

Must have (or receive within state required time frame) a valid State of California Class C Driver’s License with an acceptable driving record and pass an appropriate background check prior to the hire date.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software, telephone, phone, copy machine, and fax machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, grasp, squeeze, or feel in order to operate or manipulate objects, this will frequently involve repetitive arm and wrist use. The employee will occasionally be required to reach above and below shoulders with hands and arms and is frequently required to stand, walk, talk, hear, and smell for up to 8 hours a day. The employee is frequently required to sit, and occasional required to climb stairs, balance, stoop, kneel, crouch, twist, or crawl. Occasional operation of motor vehicles and foot pedals is required. Occasional walking on even and uneven surfaces is required.

The employee is required to occasionally lift and/or pull or push up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions. Ability to maintain work pace, relate to others, advise, counsel, influence, lead, train or give instruction, supervise employees and work independently as well as in group activities. Employee is expected to regularly interact with the public.

### **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees. Position is required to drive in various conditions for meetings, etc.

### **GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.