



## Human Resources Manager

Department/Division:	Human Resources
Reports To:	Director of Human Resources
Provides Direction To:	Human Resources Analyst and technical and support staff, as assigned
Bargaining Unit	Unrepresented
Exemption Status:	Exempt
Employment Status:	Unclassified (At-Will)
Date Prepared:	May 20, 2016
Date Revised:	April 15, 2019

### GENERAL PURPOSE

Under general supervision, performs a variety of complex and varied professional and managerial functions and analyses in support of the City's Human Resources Department, such as employee relations, labor relations, recruitment and selection, classification, compensation, training and employee development, benefits and leaves administration, and personnel research; supervises professional, technical and support staff; may act on behalf of Human Resources Director and perform other related duties as assigned.

### CLASS CHARACTERISTICS

The Human Resources Manager is distinguished from the Human Resources Analyst series by its leadership role and responsibility for a division, supervisory responsibilities, the complexity of analyses, independence of action, more sensitive interpersonal communications and data studied. The Human Resources Manager is differentiated from the AT Human Resources Director, who is responsible the entire Human Resources Department functions, including Human Resources and Risk Management.

### ESSENTIAL FUNCTIONS

*The duties listed below 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 class.*

1. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division.
2. Plans, manages, and directs technical direction to professional and support staff in the completion of projects, studies, and surveys by assigning tasks, checking work, and answering questions related to work methods and data interpretation.

## **ESSENTIAL FUNCTIONS (cont'd)**

3. Works collaboratively with City staff in resolving organizational and human resources issues, questions and challenges, while correctly interpreting the MOU, internal policy and practice, and legal requirements.
4. Conducts varied and complex statistical and policy analyses; interprets findings, writes recommendations, and presents results; answers technical questions from staff related to human resources practices and procedures.
5. Manages, administers and monitors a broad variety of recruitment, testing, and selection procedures; works with management and hiring department representatives in order to establish recruitment methods and testing and selection processes for new and vacant positions.
6. Develops, oversees and participates in the administration, implementation and update of the City's software and resource management systems, including the Human Resources Information Systems (HRIS)/Employee Resource Planning (ERP) systems.
7. Manages, administers and oversees various employee benefit programs and employee leave administration, as assigned.
8. Manages and leads activities in support of employee interactive processes, light duty, and return to work.
9. Manages, provides direction on, monitors and conducts classification and total compensation analyses by reviewing specific jobs, families, groupings, units and/or departments while factoring internal and external practices and existing policies, rules, and agreements; develops new classifications and makes recommendations related to compensation and benefits.
10. Conducts or oversees investigations of discrimination and harassment claims, actions of potential misconduct, and grievances as delegated by the Human Resources Director; provides findings and recommendations, and oversees the work of staff or contractors conducting investigations.
11. Provides guidance and supports managers and supervisors effectively in managing employee performance, evaluation and discipline, including assisting with reviewing or drafting performance evaluations, performance improvement plans and disciplinary documents and advising on legal and MOU requirements.
12. Administers and coordinates employee training and development programs; conducts training and orientation programs for specific subject curricula, as needed.

## **ESSENTIAL FUNCTIONS (cont'd)**

13. Participates in labor negotiations and may serve as City's representative for specific meetings, as assigned by the Human Resources Director; conducts or assigns follow-up research and cost analyses based on City or labor proposals, independently and in collaboration with the director and other parties.
14. Reviews, analyzes, implements, and recommends changes to Personnel Rules, policies, and procedures, and other documentation for employees and writes staff reports and recommendations related to the application of rules and contract agreements associated with various cases; ensures compliance with State and Federal laws and Equal Employment Opportunity guidelines.
15. Researches and provides assistance to applicants, employees, other internal departments, agencies, and the general public regarding questions related to the City's employment and personnel practices and policies.
16. Takes a lead role in the preparation, oversight and monitoring of department budget expenditures for assigned human resources programs.
17. Represents the Human Resources Department at meetings and conferences, as assigned; may lead and/or participate on City-wide committees.
18. Performs other managerial and analytical support duties as required or assigned.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Federal and State Labor laws, Equal Employment Opportunity laws and non-discrimination regulations; principles and practices of public human resources administration, including recruitment, testing, selection, classification, job evaluation, compensation, training, organizational development; benefits, leaves, labor relations, and employee relations; personnel policies and labor contract provisions; research and analysis methods; principles of sound business communications; proper English usage, including spelling, punctuation, and grammar; word processing, spreadsheet, and human resources information systems and records management practices; budgeting techniques; customer service practices; and principles of employee supervision and evaluation.

**Ability to:**

Lead and provide technical direction to professional and technical staff; plan and administer projects and studies; conduct research and analyze human resources policies, practices, and programs; work collaboratively with other City staff in allocating and aligning resources with the needs of the organization; provide options and solutions to organizational and departmental challenges in the framework of MOU, rule and policy requirements; prepare, review, and evaluate report data; work effectively with applicants, staff, management, vendors, consultants, and the general public; organize and prioritize tasks to meet deadlines; exercise tact and diplomacy in dealing with sensitive, confidential personnel issues; listen actively and communicate effectively, both orally and in writing; exercise independent judgment and initiative within established guidelines; select, train, supervise and evaluate professional, technical and support staff; maintain confidentiality of sensitive data; operate computer hardware and modern office equipment and use word processing, spreadsheet, and human resources information systems software.

**Education/Training/Experience:**

Bachelor's degree in Human Resources Management, Public Administration, Business Administration, or a related field is required. Five (5) years of increasingly responsible human resources professional experience in employee relations, labor relations, personnel policies and program research, recruitment and selection, classification and compensation, employee relations, benefits and leave administration and/or related areas is required. Previous experience with HRIS, applicant tracking and automated processes is highly desirable. Previous experience implementing new software programs and finding efficiencies in existing programs is also highly desirable.

**Licenses; Certificates; Special Requirements:**

Ability to attain a valid Class C California driver's license and have an acceptable driving record and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

### **Mental Demands**

While performing the duties of this class, the employee must be able to use written and oral communication skills; read, analyze, and interpret data, guidelines, and documents; prepare and evaluate reports; use math and mathematical reasoning; learn and apply new information or new skills; and interact with applicants, City staff, vendors, consultants, management, general public, and other parties.

## **WORK ENVIRONMENT**

The employee works in office conditions with controlled temperature settings.