



Human Resources Manager Full-time Exempt/Unrepresented by Labor Union JOB DESCRIPTION

May 2019

DEFINITION:

Under the direction of the City Administrator, this position is responsible for the development, execution, and management of human resources policies, procedures, and programs to ensure compliance with all governmental and legal bodies.

ESSENTIAL FUNCTIONS:

- Plans, organizes and oversees daily functions, and activities of human resources programs, including recruitment and selection, job analysis and classification, compensation, employee training and development, benefits administration, workers' compensation and labor and employee relations.
- Performs job analysis and classification studies of new and existing positions; designs and writes new and modifies existing classification specifications as appropriate; conducts compensation studies for new and existing jobs to determine internal and external equity.
- Administers the City's employee benefit programs, including plans such as retirement, health, dental, vision, life, employee assistance program, Consolidated Omnibus Budget Reconciliation Act (COBRA); acts as liaison with brokers and health carriers.
- Coordinates the City's training activities; identifies training needs and ensures that the City's needs, and expectations are addressed.
- Administers the workers' compensation claims management function.
- Assists the City Administrator with labor contract negotiations; prepares labor relations documents and contract language; may represent the City in meetings with bargaining units. Develops and participates in employee relation activities. Provides personnel support to all levels of staff relative to interpretation of laws, rules, regulations, policies
- Works closely with management on issues that require resolution or contract interpretation; conducts workplace investigations as needed.
- Develops and participates in employee relations activities; provides advice and counsel to all levels of staff in the interpretation of human resources laws, rules, regulations, policies, as it relates to personnel.
- Monitors changes in law, regulations, and technology that may affect City or human resources operations; implements policy and procedure changes, as required; participates in the development and implementation of policies and procedural changes as required, ensuring compliance with applicable Federal and State laws and regulations.



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KNOWLEDGE/SKILLS:

- Principles, practices, and techniques of human resources in a public setting.
- Applicable Federal, State and local laws, regulatory codes, ordinances, and procedures relevant to human resources.
- Techniques for effectively representing the City in contact with governmental agencies, community groups, and various business, professional and educational, regulatory and legislative organizations.
- Excellent written, verbal and interpersonal skills dealing with all levels of management and staff.
- Principles and practices of exemplary customer service.
- Strong organizational and prioritization skills.
- Ability to maintain confidentiality of sensitive personal information of applicants, current and former employees, and other matters affecting employee relations.

EDUCATION & EXPERIENCE:

- Graduation from an accredited four-year college or university with major coursework in human resources management, business or public administration, or a related field, or equivalent experience; and
- Minimum of three (3) years of professional experience in human resources administration are required.
- Experience in a public agency is highly desirable;
- Possession of a valid California Driver's License, Class C, with a satisfactory (clean) driving record is required.

PHYSICAL REQUIREMENTS:

- Frequently sits for extended periods of time. Occasionally stands for short durations of time and walks short distances.
- Occasionally reaches above, at and below shoulder level.
- Selection lifts, carries, pushes and pulls materials and objects up to 10-15 pounds.
- Occasionally bends, stoops, kneels, handles, grips, grasps, extends neck upward, downward, or side-to-side.
- Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.
- Ability to effectively verbally communicate to exchange information and to effectively hear and comprehend oral instructions and communications in an office environment.
- Frequently uses a computer and telecommunications equipment.



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WORK ENVIRONMENT:

The work environment characteristics described here 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.

- Primarily works indoors with no exposures to inclement weather, conditions, or hazards.

The noise level in the work environment is usually quiet in the office.

SALARY RANGE & BENEFITS:

HOURLY SALARY: \$30.713 Step A (\$63,882.394 annually) – \$41.157 Step L2 (\$85,606.614 annually), Exempt

BENEFITS: BENEFITS: Vacation, Sick Leave, and Holidays. Medical/Dental/Vision/Life Insurance. 2% @ 55 for “Classic” employees; 2% @ 62 for “PEPRA” employees.

APPLICATION PROCESS: Go to our website at www.ci.guadalupe.ca.us to download an application and send to City of Guadalupe, Attn: HR, 918 Obispo Street, P.O. Box 908, Guadalupe, CA 93434 or email.

DEADLINE: Open Until Filled

This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties as assigned. The City of Guadalupe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.
