



## Class Specification

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### Human Resources Manager

#### **Definition**

Under administrative direction from the Administrative Services Director (or their designee), the Human Resources Manager plans, manages, oversees, and directs the operations and services of the Human Resources Division. This includes recruitment and retention, classification and compensation, benefits administration and wellness programs, employee and labor relations, training and development, succession planning, and compliance with all pertinent laws and policies. The position builds positive employee engagement and cultivates a resilient, high-performing municipal workforce.

#### **Distinguishing Characteristics**

This management-level class has primary responsibility for the daily and strategic operation of the City's Human Resources function, including division head-level duties. The incumbent oversees complex, sensitive programs and acts as a technical resource for the Administrative Services Director and broader City leadership.

#### **Supervision received and exercised:**

Receives administrative direction from the Administrative Services Director (or designee), and exercises direct and indirect supervision over assigned staff.

#### **Essential Duties and Responsibilities (Illustrative Only)**

- Plan, manage, and coordinate all Human Resources activities and services, including recruitment, selection, onboarding, classification and compensation, training and development, labor relations, compliance, and employee assistance.
- Design, implement, and monitor personnel policies, employee performance evaluation systems, employee development and training, wellness, and safety programs.
- Oversee City-wide employee benefit and retirement program administration, including coordination with outside providers.
- Provide counsel on labor negotiations, contract language, dispute resolution, progressive discipline, and investigations of discrimination or harassment.

- Develop, communicate, and enforce goals, objectives, policies, and priorities for Human Resources services and programs to ensure continued improvement and legal compliance.
- Advise the City Council and staff, prepare reports and recommendations, and draft resolutions and correspondence as required.
- Oversee record keeping, maintain confidential personnel files, and ensure regulatory compliance.
- Drive employee engagement and wellness initiatives.
- Lead department staff training, evaluation, and disciplinary processes.
- Monitor and manage the Human Resources Division budget and resources.
- Represent the City in meetings, labor negotiations, and community events.
- Maintain strong collaborative relationships with City officials, departments, outside agencies, regulatory bodies, labor organizations, and the community.

### **Minimum Qualifications**

#### **Knowledge, Skills, and Abilities:**

- Modern principles, practices, and techniques of public sector HR management, including recruitment, compensation, benefits, employee relations, labor negotiations, training, risk and safety, and employee engagement.
- Expertise in interpreting employment law, policy development, contract administration, and change management.
- Excellent skills in leading teams, conflict resolution, workplace culture improvement, performance management, and effective communication with diverse audiences.
- Ability to analyze complex personnel situations, recommend effective strategies, and implement sound solutions.

### **EDUCATION AND EXPERIENCE**

- Graduation from an accredited college or university with a bachelor's degree in human resources management, personnel, business administration, public administration, or a closely related field.
- At least four (4) years of increasingly responsible professional human resources experience, including at least two (2) years in a supervisory or lead role.
- Possession of, or ability to obtain and maintain, a valid California driver's license.
- Public sector HR, labor relations experience, and advanced credentials (such as a master's degree or professional HR certification) are highly desirable.

### **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

accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the completion of job duties. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk and lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field.