



Human Resources Manager

SUMMARY

The position of Human Resources is an appointed position by the Town Manager. The individual in this position works at the pleasure of the Town Manager and receives all direction and supervision from the Town Manager. The Human Resources Manager assists with the coordination and functional direction of the Town's human resources activities, including recruitment and selection, job analysis and classification, compensation and benefits, employee relations, and Worker's Compensation; performs research and analysis, and provides recommendations to the Town Manager for operational issues and policy and procedures updates; handles a variety of special projects as assigned, and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Town Manager. Exercises direction and supervision over professional, technical, and clerical staff.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Performs confidential, technical and administrative functions; provides professional assistance to the Town Manager on human resources issues and operations; reviews, evaluates and prioritizes work assigned to department staff; assists with training.
- Provides customer service to Town staff and explains policies and procedures; works with departments to define and clarify personnel issues; provides advice and counsel to managers and staff within scope of authority and training. Explains personnel policies to employees, applicants and the public; responds to requests for information, provides technical information to Town staff, and provides assistance to the public.
- Analyzes human resources issues and recommends solutions; interprets and explains Federal and state rules and regulations; assists with the interpretation and correct application of Town policies, procedures and programs.
- Maintains the Worker's Compensation files for the Town, and compiles required state and Federal reports; assists with the coordination of claims and acts as liaison between the Town and the contracted insurance carriers and service providers; assists with other human resources claims processing and issue resolution.
- Processes Personnel Action forms and other requests for personnel changes and administrative actions, including benefits, leave, claims, records, and technical correspondence; monitors documents for compliance with Federal, state, and local policies and practices.

- Educates employees on Town benefits; explains employee benefits, policy and procedures, and other personnel issues; provides instruction and assistance on enrollment forms and benefits planning.
- Conducts salary and benefits surveys; collects and analyzes market data; evaluates competitive position of Town's salary range structure; develops recommendations for structure adjustments to maintain internal and external equity in classification, compensation and benefits plans.
- Coordinates the employee recruitment and selection process; reviews and processes job postings; processes applications and supporting documents; coordinates schedules, testing, interviews, appointments, examinations and applicant communications; monitors hiring process to verify adherence to Town policies.
- Prepares correspondence and documents in support of department functions; maintains files, forms, technical documentation and information in accordance with Town policies and procedures; collects administrative information and compiles data for reports.
- Conducts research on assigned projects and contracts; collects, compiles and analyzes data and information; develops recommendations and prepares reports based on findings.
- As assigned, represents the Town at hearings and meetings, and assists in resolving issues; attends meetings, answers questions and performs required follow up to facilitate required actions.
- Establishes and maintains effective relationships with the community at large, the Town Council and other public officials.
- Respond to emergency and problem situations in an effective manner.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

A Bachelor's Degree from an accredited college or university, and five (5) years of professional human resources experience in the public sector.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

Knowledge of:

- Town organization, operations, policies and procedures.
- State and Federal laws, statutes, rules and regulations governing human resources functions.
- Principles and practices of public sector personnel administration and confidential records management.
- Research methods, techniques of report writing and presentation.
- General laws, ordinances and regulations of municipal government.
- Computer software including word processing and spreadsheet programs.

Ability to:

- Analyze problems; and identify solutions and consequences of proposed action.
- Analyze and interpret research, evaluate alternatives and reach logical, fact-based conclusions and recommendations.
- Collect, compile and evaluate data, either in statistical or narrative form.

- Analyze and interpret HR procedures, policies, and methods.
- Conduct research, analyze results and write reports on human resources programs and procedures.
- Prepare, maintain, and review human resource records, reports, and documentation, and maintain absolute confidentiality of all information.
- Exercise sound independent judgment, and common sense.
- Prepare clear, concise and comprehensive correspondence, reports and other written materials.
- Establish and maintain effective working relationships with the Town Council, all levels of Town management, other government officials, community and civic organizations, employees, the public and others encountered in the course of work.
- Communicate effectively with others both verbally and in writing.
- Represent the Town in a variety of meetings.
- Use initiative in making difficult decisions.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push and pull materials and objects necessary to perform job functions.

Work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Occasionally, employee may visit sites with exposure to loud noise levels and may be exposed to inclement weather conditions and potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representative in interpreting and enforcing departmental policies and procedures.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*