

JOB SPECIFICATION

CLASS TITLE

PERSONNEL MANAGER

ADOPTION

RESOLUTION NO.

2

EFFECTIVE DATE

03/7/22

FLSA DESIGNATION

EXEMPT

GENERAL PURPOSE

Under direction, plans, organizes, integrates and directs the work of the Personnel Division including recruitment and selection, classification and compensation, benefits, workers compensation, training and development, organizational planning, employee and labor relations, performance evaluation and related programs and services; provides expert professional assistance and guidance to the City Council, City Manager, department heads, and supervisors on complex human resources and employee relations policy and procedural issues; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Personnel Manager is responsible for managing, directing and integrating human resources policies, procedures, programs and services for the City in order to attract and retain an efficient and effective workforce. Work is broad in scope and requires seasoned judgment and a high degree of initiative and independence.

This position typically reports to the City Manager and directs the work of employees in the Personnel Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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 this class.

1. Plans, organizes, controls, integrates and evaluates the work of the Personnel Division ; with staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual division budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
2. Manages the performance of division staff; interviews and selects new staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; hears and makes recommendations on grievances; subject to management concurrence, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City human resources policies and labor contract agreements.
3. Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-

ESSENTIAL DUTIES AND RESPONSIBILITIES

- oriented work environment that supports achieving the division’s and the City’s mission, objectives and values regarding teamwork, mutual trust and respect; applies process improvement and quality management principles to assigned areas of responsibility.
4. Participates in the formulation and implementation of division policies, planning and strategic development; leads and directs staff and outside consulting resources in the development and application of new methods and processes to achieve higher efficiency, quality and innovation in division work processes.
 5. Manages, develops and implements Citywide human resources policies and procedures, employee handbooks and other materials; maintains records and personnel files; administers City equal employment opportunity and Americans with Disabilities Act (ADA) policies and programs.
 6. Administers the City’s position control system; reviews personnel requisitions to ensure accuracy and appropriate authorization; compiles vacancy reports for the City Manager and executive team and for the City budget process.
 7. Manages the development and implementation of employee recruitment plans, including outreach recruitment to obtain qualified candidates and selection strategies; ensures that all phases of recruitment and selection comply with applicable federal, state and local laws, regulations and guidelines; conducts recruitment and selection activities.
 8. Oversees ongoing maintenance of City classification and compensation programs; recommends classification and salary changes based on studies and analyses; reviews and approves or prepares new or modified class specifications; supervises the conduct of special surveys and studies regarding compensation and other human resource management issues; provides classification, compensation and benefits information to other organizations.
 9. Manages administration of the City’s benefits and retirement programs; conducts research, evaluates plan and cost alternatives and recommends benefits and retirement program changes; participates in negotiating benefits plan provisions and rates; manages and oversees the annual open enrollment process and health fair; oversees maintenance of employee benefits records; ensures the timely and accurate reconciliation of benefit provider invoices and the resolution of discrepancies in employee records and with Payroll.
 10. Advises, coaches and trains managers and supervisors on legal requirements and sound professional practices affecting a broad range of human resources processes including effective supervisory and employee relations principles and practices; provides internal consulting on a variety of complex, sensitive and confidential organizational and human resources issues; oversees administration of the City’s performance evaluation programs.
 11. Manages the development, implementation and evaluation of City training and development programs; conducts training programs and oversees delivery of training by outside instructors and vendors.
 12. Oversees the development and implementation of policies related to accidents and work-related injury

ESSENTIAL DUTIES AND RESPONSIBILITIES

documentation and notification; ensures the development and administration of a comprehensive safety management program, including training, audits and investigations to ensure compliance with safety, health and environmental safety regulations and requirements; oversees processing of workers compensation claims; develops statistical reports and regulatory compliance reports for Cal/OSHA, the City Council and management.

13. Participates in administering the City's employee relations program and activities; monitors the employee relations environment, researches situations and initiates proactive resolution of developing issues; consults with and facilitates agreement on appropriate action by managers and supervisors on employee grievance and discipline issues; consults with employees and their representatives to identify and resolve employee/employer-related problems and issues.
14. Performs a variety of analyses in support of labor negotiations; administers the provisions of labor contracts; conducts investigations of disciplinary, grievance and EEO cases, prepares documentation and advises managers on appropriate action; participates in negotiations.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. Principles, practices, methods and techniques of personnel administration, including recruitment, testing, selection, equal employment opportunity, employee relations, classification and job analysis/job evaluation, compensation, benefits design and administration, employee and management training and development, and performance planning and appraisal.
2. Principles and practices of labor management relations, including negotiation and contract administration techniques.
3. Principles and practices applicable to organizational improvement analysis and culture change.
4. Principles and practices of internal consulting.
5. Basic risk management and analysis.
6. Principles and practices of public administration, including long-range planning, budgeting, purchasing and maintaining public records.
7. Applicable federal and state laws, rules and regulations including OSHA rules and regulations.
8. Research methods and statistical analysis techniques.
9. Principles, practices and methods of financing and budget development and implementation.
10. Principles and practices of sound business communications.
11. Safety policies and safe work practices applicable to the work.

MINIMUM QUALIFICATIONS

ABILITY TO:

1. Plan and direct comprehensive human resources program.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Provide confidential advice and counsel to employees and management.
4. Understand, interpret, explain and apply City, state and federal policies, laws, regulations and court decisions governing the City's human resource management program.
5. Consult effectively with the City Council, executives and other managers to develop solutions to complex organizational and people management issues.
6. Evaluate human resources management practices, trends and regulatory changes and make sound recommendations for improvement.
7. Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
8. Develop and implement appropriate procedures and controls.
9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
10. Communicate effectively, both orally and in writing.
11. Understand, interpret, explain and apply applicable laws, codes and ordinances.
12. Represent the City effectively in negotiations and other interactions with employees and labor organizations.
13. Present proposals and recommendations clearly, logically and persuasively.
14. Operate a computer and standard business software and a variety of computer software programs and databases related to area of assignment.
15. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
16. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION, TRAINING AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from an accredited four-year college or university with a major in human resources, business

MINIMUM QUALIFICATIONS

administration, public administration or a closely related field, and eight years of progressively responsible experience in human resource management including labor management relations, at least three of which were in a supervisory or program management capacity; or an equivalent combination of training and experience. Experience in a public agency is preferred.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

A valid California Class C driver’s license and the ability to maintain insurability under the City’s vehicle insurance program.

Society for Human Resource Management (SHRM) Senior Certified Professional (SCP) certification or HR Certification Institute (HRCI) Professional in Human Resources (PHR) certification is strongly desired.

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 job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

MENTAL DEMANDS

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet.