

## Class Title: Human Resources Manager

### BRIEF DESCRIPTION OF THE CLASSIFICATION:

This job involves planning, developing, organizing, directing, and evaluating a variety of programs in the Department of Human Resources and ensuring their success. It also works independently in assisting departments with strategic planning and advises them in developing applicable departmental goals, objectives, and systems based on best practices in the human resources field. The job supervises human resources staff in developing new programs and policies, developing strategies to meet client department needs, ensuring compliance with employment law and City policies. The work is performed under the administrative direction of the Director of Human Resources.

### ESSENTIAL FUNCTIONS:

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides leadership and management in human resources program areas. Plans, organizes, develops, directs, and evaluates various program areas in the Department of Human Resources. Recommends new approaches, policies, procedures, and performance measures to effect continual improvements in departmental efficiency and services, based on best practices. Evaluates, reports, decisions, and results of the department in relation to established goals. Conducts special studies on human resources management issues and makes recommendations to the Director of Human Resources.
2	S	Consults with department directors and other City officials to resolve critical human resources issues; working independently, provides expert recommendations. Focuses primarily on assisting departments with strategic planning and assists them with developing new policies and programs utilizing best practices. Acts as a consultant to assigned departments by staying informed of business strategies and operations, reviewing proposed strategies, advising on procedural issues, conducting investigative hearings, performing classification reviews, recommending action, responding to pay administration inquiries, and coordinating recruitment issues with other departments.

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Physical Strength Code	ESSENTIAL FUNCTIONS
3 S	<p>Manages the city's employee benefit plan by planning the benefit procurement schedule of events, defining and writing bid specifications, evaluating and recommending proposals, writing and executing communication plans, conducting open enrollment, defining HRIS functional benefit requirements and changes, establishing policy, preparing forms and reports, ensuring statute compliance, providing budget projections, providing guidance, training and assistance, investigating and resolving complaints, evaluating and authorizing emergency fund withdrawals, coordinating and corresponding with various plan presidents, administrators, directors, and inside and outside agencies and departments, overseeing staff, facilitating staff/employee benefits review committee. Assures that Third Party Administrative services are provided to other city agencies. Develops and maintains cooperative purchase relationship with other city agencies by partnering with other agencies to improve service delivery and cost, providing leadership to develop and maintain working relationships, conducting planning to maximize consortium purchased position and agency staff inclusion, and initiating briefings to keep agencies informed of current issues and the market. Oversees the health and risk management areas, including the City safety program, and disability management.</p>
4 S	<p>Serves on various committees and task forces regarding human resources issues. Interacts with the media, as needed, to provide information pertaining to human resources areas.</p>
5 S	<p>Supervises assigned staff providing human resources services to departments to ensure compliance with applicable employment and benefits law and City policies. Assigns work, trains, and conducts employee performance evaluations.</p>

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field, including thorough knowledge of methods, techniques, processes, and programs relating to modern human resources management. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Seven years or equivalent experience in public or human resources administration or a related field.
Certifications and Other Requirements	Depending on area of assignment, SHRM-SCP, SPHR, Certified Benefits Professional or other equivalent certifications preferred.
Reading	Work requires the ability to read various reports, policies and procedures, correspondence, legislation, professional publications, and documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, algebra, and statistical analysis.
Writing	Work requires the ability to write policies and procedures, issue papers, evaluative and other reports, recommendations, performance evaluations, and general correspondence.
Managerial	Managerial responsibilities include planning, developing, monitoring, and evaluating departmental programs.
Budget Responsibility	Has responsibility for monitoring budget expenditures for a work area of less than bureau size (programs, activities, projects or small organizational units).
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Decisions regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction. Contacts others within the organization. These contacts may involve work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Presentations, meetings, copier, fax machine
Sitting	F	Computer, desk work, answering telephones, meetings, driving, reviewing reports
Walking	F	Inter-office, to/from meetings, to/from office equipment, site visits
Lifting	O	Office supplies, files, reports, manuals, books, paper, materials, equipment Computers, boxes, supplies, files
Carrying	O	Office supplies, files, reports, manuals, books, paper, materials, equipment
Pushing/Pulling	O	Chairs, tables, doors, file cabinet drawers
Reaching	R	Office supplies, files, reports, manuals, books, paper, materials, equipment
Handling	O	Office supplies, files, reports, manuals, books, paper, materials, equipment
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	R	Accessing files
Crouching	R	Accessing files
Crawling	N	
Bending	O	Accessing files
Twisting	O	To/from computer to desk, to/from computer to telephone, during test processes
Climbing	O	Stairs
Balancing	O	Stairs
Vision	C	Computer, desk work, writing, reading, observations, field work, use of office equipment, driving
Hearing	C	Telephone, co-workers, staff, supervisors, directors, attorneys, applicants, analysts, coordinators, meetings, presentations
Talking	F	Telephone, co-workers, staff, supervisors, directors, attorneys, applicants, analysts, coordinators, meetings, presentations
Foot Controls	O	Driving
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Telephone, computer, printer, copy and fax machines, typewriter, calculator, overhead projector, VCR / monitor, office supplies, standard Microsoft Windows and Office software, PeopleSoft, Advantage Financial System software, Internet

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

N/A

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)