

CITY OF EMERYVILLE**Created: October 2012****TITLE: HUMAN RESOURCES MANAGER****FLSA: EXEMPT****Job Code: 1090****DEFINITION:**

Plans, organizes, and provides direction and oversight for Human Resources Division functions including classification, compensation, recruitment, selection, employee benefits, leaves, employee training and development, workers' compensation and safety, employee relations, development and administration of Human Resources rules, policies and procedures and labor negotiations. The Human Resources Manager ensures that all applicable state and federal laws and regulations as well as City personnel policies are in compliance; provides professional assistance and guidance to City leadership, managers, and supervisors; and performs related work as required.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the classification.

- Plans, directs and administers all Human Resources Division programs and functions including advising executive and management staff regarding sound Human Resources practices and techniques to effectively plan for and manage the City's workforce;
- Develops and recommends strategies for negotiations with the recognized bargaining units, participates in the collective bargaining process as the City's principal representative, conducts research and advises management on labor relations issues; interprets the MMBA, the City's Personnel Rules and Regulations and administers the MOUs. Oversees the development of surveys used in negotiations, writes MOU provisions, side letter agreements and administers and interprets contract language;
- Supervises staff performing Human Resources Division functions, schedules activities and sets work priorities, provides staff development and evaluates work performance;
- Advises management on all disciplinary matters within the City and reviews all disciplinary actions before issued. Oversees the disciplinary and grievance processes and ensures all rules are followed and oversees the preparation of all related written reports and correspondence;
- Develops and implements the Human Resources Division goals, objectives, policies and programs in accordance with City policies, goals and objectives;
- Develops and makes recommendations to the City Manager, Assistance City Manager and operating departments regarding the creation, revision, or abolishment of Human Resources rules, policies and procedures;
- Directs and administers employee relations activities including contract interpretation, grievance process administration, negotiations of new and revised policies and procedures, and maintaining on-going communication with employee unions and associations;
- Develops, directs and administers the City's position classification and compensation system including recommending the adoption or elimination of classifications, recommending salaries, conducting

compensation and benefit surveys, and participating in the development of related strategies for labor negotiations;

- Directs and administers a comprehensive recruitment and selection program in accordance with applicable local, state and federal rules and regulations;
- Oversees the City's Workers' Compensation program;
- Directs and administers a comprehensive employee benefits program, administers contracts and plan documents, and monitors the work of third party administrators;
- Administers and directs City-wide staff development and training programs;
- Serves as the Injury and Illness Prevention Program (IIPP) Coordinator;
- Performs required duties under the City's disaster response plan;
- Administers and directs the City's EEO programs and oversees and/or conducts investigation of alleged harassment or discriminatory conduct; represents the City to regulatory agencies to address formal complaints and prepares appropriate documentation;
- Prepares, administers, and is responsible for the Human Resources Division budget including forecasting future needs as well as monitoring and controlling expenditures;
- Researches, complies, analyzes, and evaluates general and statistical information regarding selection procedures, recruitment methods, benefits administration, compensation, and other related human resources practices;
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, analyses, and other written materials;
- Prepares and presents oral and written reports and recommendations, including staff reports and agenda items;
- Participates in strategic planning processes with executive management team related to human resources issues;
- Participates in a variety of interdepartmental committees;
- Attends conferences and technical human resources seminars to remain current on professional and legal issues and continually monitors the City's compliance with federal, state and local equal employment laws and regulation;

QUALIFICATIONS:

Knowledge of principles and practices of California and federal laws, rules and regulations governing public personnel administration and labor relations; public personnel administration including labor relations, counseling and progressive discipline, grievance management, recruitment selection, job analysis, classification, compensation, performance appraisal, employment records management, equal employment policies and regulations; research, analysis, report writing and public speaking, supervision, training and coaching; management, including program planning, implementation administration and evaluation, and policy development and implementation, risk management, including workers' compensation, employee safety and employment liability; current trends and best management practices, including legislation and relevant court decisions in labor relations, recruitment and selection, employee benefits and human resources information systems; methods and procedures of conducting employee investigations and responding to Unemployment Insurance claims, PERB, FEHA and EEO complaints, and employment liability claims; employee insurance and benefit programs, including retirement, health and welfare insurance benefits; budget analysis, development and administration; business math and statistics, project and contract management.

Ability to manage a comprehensive centralized human resource function and supervise professional and clerical staff; research and analyze complex issues relating to employment, evaluate alternatives and recommend effective solutions; recognize problems and issues and exercise independent judgment and initiative; assist in negotiations of memoranda of understanding, employee agreements and facilitate fact finding and dispute resolution; effectively write a wide variety of reports, letters, documents, resolutions, disciplinary actions, memoranda of understanding and presentations; effectively manage safety program; coordinate and oversee the City's workers' compensation program; interpret and explain personnel rules, regulations, policies, practices, benefits and memoranda of understanding to management, supervisors, employees and the public; collect and analyze classification and salary benefit data; make effective oral presentations; plan, organize and implement division goals and objectives and shift priorities as departmental work demands require; provide exemplary customer service to all individuals by listening and being understanding, courteous, respectful, fair and responsive and by actively participating in and encouraging a positive customer service environment; establish and maintain effective work relationships with City employees, managers, supervisors, government officials, labor representatives, consultants and the general public; ability to operate a computer, using office software, including word processing, spreadsheets, presentation software and human resources and applicant tracking software, operate a city vehicle and maintain confidentiality of sensitive personnel information.

Education/Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major course work in business or public administration, human resources management, psychology, or related field; A Master's degree is highly desirable.

Experience:

Five years of public sector professional human resources management experience with responsibility for employer/employee relations in a collective bargaining environment, recruitment and selection, classification and compensation administration, benefits administration, workers compensation administration, employee safety, training and policy development and analysis, including two years in a supervisory capacity.

SPECIAL REQUIREMENTS:

Work is primarily performed in a standard office environment utilizing computer equipment. Incumbent participates in a variety of meetings on a regular frequently requiring the incumbent to lead discussions. Must be able to read small type, numbers and computer monitors, perform data entry, speak clearly and loudly enough in order to be understood in private as well as public settings.