



## Human Resources Manager

**DEPARTMENT: Human Resources**  
**Grade 40**

### **CHARACTERISTICS OF THE CLASS:**

An employee in this class is responsible for the management of the Human Resources Department by planning, developing and coordinating employment activities and the implementation of the City's employment policies. The employee is responsible for recruitment, selection, background investigations, and placement. Additional responsibilities include pay and job classification, maintenance of personnel records, and legal compliance of City policies and federal laws. Work extends to providing technical supervision to subordinates. An employee in this classification exercises considerable independent judgment within established policies and procedures.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

1. Assists with the development of and implementation of programs, plans, policies, and procedures for recruitment, testing, selection and job placement.
2. Coordinates and participates in activities related to conducting interviews, administering tests, checking references and backgrounds and evaluating applicants' qualifications.
3. Assists in identifying and determining recommendations to improve employment policies, processes and practices.
4. Ensures that the recruitment, selection process, and City policies are in compliance with collective bargaining agreements, state and federal employment statute guidelines such as, ADA, FLSA, Sexual Harassment, Workplace Violence, etc.
5. Responds to applicants and resident's complaints related to the City's recruitment and selection process.
6. Responsible for the revision of job descriptions.
7. Researches and compiles data for wage and benefit surveys for other municipalities and organizations. Responsible for the maintenance of such records.
8. Assists the Director in resolving issues related to recruitment, City policies, and various special projects as directed.
9. Participates in committee (s) to develop and implement HR software/databases.
10. Develops and administers testing for employment applicants.
11. Assists in preparation of disciplinary actions and maintains record keeping.

## **REQUIREMENTS:**

### **A. Training and Experience**

Graduation from an accredited four-year college or university with a bachelors degree in Human Resources Management, Public Administration or related fields. A minimum of five (5) years of experience in a supervisory position in Human Resources, recruitment, testing and evaluating job applicants, preferably in the public sector. Five years of experience in developing and/or implementing employment programs.

### **B. Skills, Knowledge, and Abilities**

Knowledge and ability to apply federal laws, including FMLA, FSLA, ADA, Sexual Harassment, State and City policies related to employment matters.

Knowledge of computer programs.

Ability to plan, organize and review the work of subordinate personnel.

Ability to develop and recommend effective programs to achieve human resources goals.

Ability to analyze and organize statistical data and prepare comprehensive reports.

Ability to achieve rapport and deal effectively and persuasively with the public, City employees, supervisors and department heads.

Ability to complete necessary research and apply analytical processes effectively in completion of statistical analyses assigned.

Ability to exercise good judgment in evaluating qualifications of applicants and applying rating schedules.

Ability to administer critical written tests according to established policies and procedures.

Ability to communicate effectively and persuasively, both verbally and in writing.

### **C. Physical Requirements: 2**

### **D. Environmental Requirements: 1**

### **E. Sensory Requirements: 8, 9**