



Human Resources Manager

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution	Pages
082	EXEMPT	1-Officials/Administrators	Non-Represented	11	Revised 8-27-04	2002	1 of 2

DEFINITION: Under general supervision of the Human Resources Director, plans, organizes, coordinates, and supervises the activities of one or more functional areas within the Human Resource Department, provides consultation and technical direction within the assigned functional areas of Human Resources including: recruitment/selection, classification/compensation, HRIS, employee relations, training and organizational development, benefits, labor relations, and/or affirmative action/equal employment opportunity (AA/EEO).

DISTINGUISHING CHARACTERISTICS: The incumbent is responsible for managing the day-to-day operations of a major technical work function (e.g. recruitment/selection, benefits, labor relations) of Human Resources as well as other functional areas.

EXAMPLES OF DUTIES/FUNCTIONS: Duties/functions may include, but are not limited to, the following:

- Manages and organizes multiple functional areas within Human Resources including providing technical direction to technical/professional and clerical staff within assigned areas.
- Consults with and advises administrators and employee representatives on personnel-related policies and procedures.
- Interprets and communicates laws and regulations to ensure the agency is aware of its legal responsibilities; in conjunction with the Legal Department
- Develops and implements personnel rules and regulations, and interprets and administers human resources-related provisions of collective bargaining agreements.
- Analyzes processes and procedures in assigned functional areas including conducting research and statistical analyses, and makes recommendations for improvement.
- Develops, implements, and administers, large and/or complex research studies or projects that may include the development and validation of selection instrumentation for a variety of classifications.
- Establishes collaborative relationships with various functional and departmental areas of the District.
- Trains and evaluates subordinates and prepares preliminary budget reports in assigned functional areas.
- Represents Human Resources Department at a variety of meetings and advises the Human Resources Director in alternative courses of action in Human Resources issues.
- Presents written and oral reports on a wide variety of human resources related issues.
- May participate in labor negotiations and/or recommend preliminary proposals including cost implementation projections.
- May be required to temporarily replace or act in the position of the senior District staff member to whom this position normally reports, and may be required to perform some or all of the senior staff member's essential functions in such situations.

This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.

Est
4-19-01
REV8-27-04

Date:

APPROVED BY RICK FERNANDEZ, GENERAL MANAGER



Human Resources Manager

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- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of: Principles, policies, and practices of personnel and human resources administration including but not limited to recruitment/selection, classification/compensation, HRIS, employee relations, training and organizational development, labor relations, benefits, and affirmative action/equal employment opportunity (AA/EEO)/ diversity programs; department budget administration; basic research and statistics, supervision; training; employee and organizational development; leadership, team building, motivation and conflict resolution; business report writing; collective bargaining agreements, dispute resolution and collaborative problem solving techniques; pertinent local, state, and federal laws; rules and regulations; modern office systems and personnel software.

Ability to: Manage and supervise the work of professional, technical, and clerical staff performing a variety of human resources functions including but not limited to recruitment/selection, classification/compensation, HRIS, employee relations, training and organizational development, labor relations, benefits, and affirmative action/equal employment opportunity (AA/EEO)/diversity programs; effectively train and evaluate staff; prepare and administer budgets of functional areas; apply collaborative work strategies and gain the cooperation of employees at all levels of the department and/or throughout the entire organization; recognize, encourage, and motivate employees at an individual and/or group level; analyze complex issues and develop alternative solutions; prepare written reports and make recommendations; make oral presentations to a variety of audiences in Human Resources related topics; establish and maintain positive working relationships with District personnel, union representatives, and members of the public using principles of good customer service.

Education/Training: Equivalent to a Bachelor's Degree from an accredited four-year college or university in Industrial Psychology, Human Resource Management, Public Administration or directly related field. Graduate degree preferred.

Experience: Seven (7) years of increasingly responsible experience in a human resources administration that included four (4) years supervising journey-level staff performing recruitment/selection, classification/compensation, HRIS, employee relations, training and organizational development, labor relations, benefits, and/or affirmative action/equal employment opportunity (AA/EEO).

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