



## CITY OF ORINDA

### HUMAN RESOURCES MANAGER

#### **DEFINITION**

Under general direction of the City Manager, to plan, organize and perform complex human resources functions and programs, including, but not limited to, recruitment and selection, classification and compensation, workers' compensation, safety, staff training, labor relations, employee/employer relations, benefits, and policy and procedure development.

#### **SUPERVISION EXERCISED**

May exercise indirect supervision over technical and/or support staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Administer and perform professional and technical duties related to human resources functions and programs including recruitment and selection, classification and compensation, workers' compensation, safety, staff training, and employee/labor relations. Prepare related documentation, including recruitment materials, job descriptions, training materials, draft contracts, and salary and benefits surveys.

Monitor and evaluate the efficiency and effectiveness of human resources services and delivery. Develop, recommend and implement new or revised human resources goals and objectives, programs, systems, policies, procedures, and methods of operation to improve efficiency and effectiveness.

Administer employee benefits programs, including medical, dental, retirement, life insurance, and workers' compensation. Review and administer workers' compensation claims, acting as a liaison with department directors, supervisors, employees, and the risk management.

Participate in the preparation and administration of assigned budgets; maintain and monitor appropriate budgeting and expenditure controls.

Confer with and advise management personnel and other employees on a variety of personnel issues, including performance evaluation, discipline, grievance procedures, interpretation of personnel policies, rules and procedures, and other related matters.

Research, collect, compile, and analyze information from various sources on a variety of specialized human resources topics; prepare comprehensive technical records,



reports, and summaries to present and interpret data, identify alternatives, and make and justify recommendations. Present reports and recommendations to the City Council.

Participate in labor relations activities, including union contract negotiations, and meet and confer sessions; prepare background materials for labor negotiations, draft MOU language and correspondence to union representatives. Receive, analyze, and resolve employee grievances.

Conduct disciplinary and other investigations and recommend a course of action; prepare draft actions (reprimand, suspension or termination); consult with legal staff on actions; present action to department director. Review ADA requests and provide recommendations.

Coordinate human resources activities with those of other City departments and offices; provide staff assistance to the City Manager and City Council.

Serve as a liaison with employees, public and private organizations, community groups, and other organizations; provide information and assistance regarding human resources programs and services; receive and respond to complaints and questions relating to human resources; review problems and recommend corrective actions.

Monitor legislation and analyze proposed legislation to determine impact on human resources operations and programs.

As a member of the City Manager's office, periodically coordinates and/or participates in special projects and tasks that are administrative in nature in support of department and city-wide programs and services.

### **OTHER JOB RELATED DUTIES**

Coordinate and participate in a variety of special projects, including research of new programs and services in areas outside of human resources.

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles, methods and practices utilized in public sector human resources administration, including recruitment and selection (test construction and administration), job analysis, classification, compensation, workers' compensation,



employee benefits, personnel record keeping and training and organizational development.

Applicable federal, state and local laws and regulations and precedent court decisions regarding equal employment opportunity, employee health and safety, collective bargaining and labor relations, including Civil Rights Act, Americans with Disabilities Act, Family Medical Leave Act, California Family Rights Act, Pregnancy Disability leave, Fair Labor Standards Act, Age Discrimination in Employment Act, Worker's Compensation, and Drug Free Workplace Act.

Principles and practices of budget development, preparation, and expenditure control.

Principles and practices of public sector labor relations administration including interpretation and application of negotiated agreements, employer employee relations practices, meet and confer obligations and progressive discipline.

Principles and methods for investigating and resolving grievances and complaints.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of human resources programs, policies and procedures.

Principles and practices of performance management, including performance planning and evaluation.

Techniques of effective recruitment and selection.

Research and reporting methods, techniques, and procedures.

Sources of information related to a broad range of human resources programs, services, and functions.

Public relations techniques and methods.

Modern office practices, methods, and computer equipment.

Principles and procedures of financial and statistical analysis.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.



Operate a motor vehicle safely.



**Ability to:**

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of human resources goals.

Research, analyze, and evaluate human resources programs, policies, and procedures.

Prepare clear, concise, complete and accurate correspondence and reports on a variety of human resources and administrative issues.

Independently perform the full range of responsible and difficult analytical and administrative work involving the use of independent judgment and personal initiative.

Effectively plan, direct and administer a variety of human resources programs, functions, and administrative activities.

Plan, organize, and carry out assignments from management staff with minimal supervision and direction.

Conduct research on a wide variety of human resources and administrative topics.

Communicate clearly and concisely, both orally and in writing.

Make effective presentations to various committees, the City Council, and the public.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work, including employees, supervisors, department directors, bargaining group representatives, elected officials, outside agencies and members of the public.

Interpret and apply complex policies, procedures, memoranda of understanding, and other human resource materials.

Understand and address a variety of interests in the development of programs and resolution of problems, deal effectively with conflict, and develop consensus.

Prepare and administer a budget.

Develop and administer valid employment examinations from available resources in compliance with regulatory guidelines.

Collect, organize and analyze a variety of information and data.



**Minimum Qualifications:**

**Experience:**

Four years of increasingly responsible professional human resources experience involving recruitment, selection, classification, compensation, benefits, and/or employee/labor relations. Experience in a public sector organization is preferred.

**Training:**

Bachelor's degree from an accredited college or university with major course work in public administration, human resources management, or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Employee Group:      Unrepresented**  
**FLSA Status:         Exempt**  
**Revised:                October 2011**