



## **Title: Human Resources Manager - Workforce**

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the Human Resources Director.  
This is a manager job classification.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree from an accredited college or university with major course work in human resources management, personnel management, public or business administration, or a related degree or equivalent.
- **Experience:** Minimum of five years increasingly responsible professional experience in human resources, including supervisory experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** None Required

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Experience with labor unions or bargaining groups
- Experience serving as a Chief Labor Relations Negotiator
- Professional Human Resources certification is preferred, such as:
  - PHR (Professional in Human Resources)
  - SPHR (Senior Professional in Human Resources)
  - IPMA-CP (Certified Professional in Human Resources)
  - CCP (Certified Compensation Professional)
  - CBP (Certified Benefits Professional)
  - NPELRA – CLRP (Certified Labor Relations Professional)

### **JOB SUMMARY**

The Human Resource Manager is responsible for providing professional human resources advice and strategic direction to assigned divisions in areas of employee relations, recruitment and selection, labor relations, equal employment opportunity law compliance and related human resources areas. This position supervises the work of seven (7) professional administrative staff members and may be designated as the acting director in the director's absence. The Human Resources Manager serves as Chief Labor Relations Negotiator for four (4) labor management groups within the City. The position develops client relationships and strategic partnerships; participates in strategic human resources planning and development for assigned divisions.



### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Supervises and coordinates the activities of a team of Human Resources staff including training, scheduling, hiring decisions, written performance evaluations, working with employees to correct deficiencies and implement discipline procedures. This includes editing/revising various written documents produced by unit staff, assigning work and evaluating staff performance.
2	Research, evaluate and interpret any federal, state, and/or local laws as well as the City Personnel Rules and Regulations, various MOU documents, and policies related to employee and/or labor relations. Participates in the development and implementation of Human Resources department's goals, objectives, policies and priorities.
3	Supervises the administration of new hire programs and provides oversight of recruitment and selection processes for all City departments. Plans, organizes and conducts executive level and other recruitments in the organization; conducts job analysis and develops appropriate job related interviews, oral panels and assessment/testing exercises and instruments in collaboration with clients. Ensures integrity in processes such as developing criteria matrixes, ensuring fairness and that hiring practices comply with all state and federal laws.
4	Oversees the City's meet and confer process acting as the chief labor relations negotiator during times of contract negotiations. Represents the City on labor relation issues, policies, and position during negotiations, mediations and outside of negotiations. Oversees programs and trainings to improve employee and management relations. Serves as a liaison to present reports, data and findings to the City Council.
5	Supervises and monitors the employee grievance procedures. Researches and responds to EEO charges. Conducts employment related investigations and responds to employment claims. Monitors, recommends and reviews disciplinary and termination actions.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with "X"</b>					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
<b>Sedentary</b>	<b>X</b>	<b>Light</b>	<b>Medium</b>	<b>Heavy</b>	<b>Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with "X"</b>				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
<b>Office</b>	<b>X</b>	<b>Outdoors</b>	<b>Vehicle</b>	<b>Office and Field/ Plant/ Warehouse</b>
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, telephone, copier, scanner, fax machine, printers, calculator, smart phone and related software.

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.