

# City of Watsonville

## Job Description



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<b>JOB TITLE:</b>	Human Resources Manager	<b>DATE APPROVED:</b>	December 2011
<b>DEPARTMENT:</b>	City Administration\Human Resources	<b>SUPERSEDES:</b>	Personnel Director, 9/89
<b>REPORTS TO:</b>	City Manager		
<b>SUPERVISION:</b>	Supervisory		
<b>EMPLOYEE UNIT:</b>	Management		
<b>FLSA:</b>	Exempt		

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**JOB SUMMARY:** To plan, organize, supervise, and manage the human resources programs, policies and activities of the city; to advise and assist managers in the resolution of departmental personnel issues; and to perform complex research and analysis as a staff assistant to the City Manager. Employees in this classification receive administrative direction within a framework of general guidelines. Employees in this job class direct, supervise and formally evaluate the work of others. This job class functions at a division level of classification, and requires a comprehensive knowledge of human resources principles, practices, laws, and regulations.

**EXAMPLES OF ESSENTIAL DUTIES:** Duties may include, but are not limited to, any combination of the following:

- Establishes goals, objectives, policies, procedures, and priorities related to the Human Resources activities of the City
- Analyzes and develops recommendations on a wide range of personnel related issues
- Serves as a resource to City supervisors, managers, department heads, and City Manager
- Monitors and analyzes laws and pending legislation pertaining to personnel management and employee relations which impact City operations
- Prepares and/or assists in the preparation, analysis, and administration of the department budget
- Represents the department to outside agencies and organizations
- Selects and supervises professional, technical and clerical staff of the division
- Oversees and assists in the administration of the City's Personnel Rules and Regulations
- Plans, organizes, supervises, and participates in functions of the City's human resource programs including recruitment and selection, classification and pay, benefit administration, labor relations, and training
- Drafts, recommends, and implements administrative policies and procedures related to personnel
- Interprets and applies personnel policies and regulations, bargaining unit memoranda of understanding, and related guiding documents
- Advises and assists managers on personnel and labor relations matters such as hiring, performance problems, appraisals and documentation, disciplinary actions, and grievances
- Performs and/or directs special projects as assigned by the City Manager to include research and analysis
- Supervises and participates in recruitment and selection activities
- May represent the City in formal negotiations with representatives of bargaining units
- Guides activities of the Personnel Commission and prepares and presents Commission recommendations to the City Council
- Reviews and approves documents related to employment status and other personnel

actions including eligibility lists, hiring, performance appraisal, wage and salary actions, and separation

- Supervises and participates in classification and pay studies and approves recommendations
- Supervises the preparation and maintenance of records including personnel files, required statistical reporting, and related documents
- Investigates allegations of sexual harassment, employment discrimination, policy violations, or other prohibited practices
- Serves on various committees and attends meetings to represent the City and assist in administering interdepartmental programs such as Workers' Compensation
- Arranges and coordinates staff/management development training for the City
- Prepares and presents reports, recommendations, correspondence, and related communications
- Conducts research and analytical studies on a variety of topics related to personnel administration or to assist the City Manager
- Develops, recommends, and monitors the annual department budget
- Develops specifications, evaluates proposals, recommends consultant selection, and monitors and administers contracts for contract and consultant services
- Assigns, reviews, and appraises the work of department staff; interviews, selects and trains staff, and documents and carries out discipline
- Performs related duties similar to the above in scope and function as required

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- principles and practices of public personnel administration including recruitment, selection, classification and pay, labor relations, benefits, and training
- laws, codes and regulations governing public personnel administration
- principles, rights, and techniques of public sector collective bargaining
- basic principles and techniques of supervision, including the organization, assignment and review of work, and the motivation and appraisal of employees
- recordkeeping and reporting requirements related to public personnel administration
- research methods and techniques
- mathematics and basic statistics related to data analysis and setting exam pass points
- basic principles of budgeting and financial recordkeeping

### **Ability to:**

- plan, organize, supervise, review and appraise the work of others, and provide for their training and development
- develop, recommend, implement, interpret and apply policies, regulations, and provisions of memoranda of understanding
- supervise and participate in a full scope of professional personnel staff work including recruitment and selection, classification and pay, benefit administration, and training
- prepare and present effective reports, recommendations, and correspondence
- represent the City to employees, managers, bargaining unit representatives, elected officials, vendors, and the public in general sessions and formal negotiations
- conduct complex analytical studies, evaluate alternatives, and develop and implement sound recommendations related to personnel and city administration
- effectively and tactfully communicate in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties
- prepare clear, concise and accurate reports and correspondence

- use a copy machine, calculator, telephone and write or use a keyboard
- operate a personal computer and utilize relevant software and programs necessary to perform the requirements of the job
- drive an automobile
- establish and maintain effective work relationships with those contacted in the performance of required duties.

**PHYSICAL REQUIREMENTS:** Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- sit at a desk and in meetings for long periods of time
- intermittently twist to reach equipment surrounding desk, and perform simple grasping and fine manipulation
- see adequately to read text, correspondence and fine print
- work indoors using near vision for prolonged periods
- occasionally lift and/or move up to 25 pounds
- occasionally bend, stoop, reach, twist, and kneel

### **TRAINING AND EXPERIENCE**

Any combination of training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

#### **Education/Experience:**

*Education:* Equivalent to Bachelor's Degree from an accredited four-year college or university with major work in public administration, business administration or a closely related field. Master's Degree is preferred.

*Experience:* Five years of progressively responsible professional governmental experience, including at least two years in a management or supervisory capacity in the area of human resources/personnel.

#### **Licenses/Certificates:**

- Possession at the time of hire and continued maintenance of a valid California Driver's license and safe driving record.