



**Human Resources Manager**

<b>Department:</b>	Human Resources	<b>Pay Grade:</b>	NR 40
<b>Bargaining Unit:</b>	Non-Represented	<b>FLSA Status:</b>	Exempt
<b>Revised Date:</b>	February 2023	<b>Reports To:</b>	Human Resources Director

**POSITION PURPOSE:** Under direction of the Human Resources Director, this position is responsible for the daily administration and operation of the HR Department. This is a Division Manager level position that oversees the work of other HR classifications and provides guidance on complex HR issues. This position is key in assisting with execution of the HR Department’s strategic initiatives as developed by the HR Director. The Human Resources Manager supports the department and the City in all HR functions including but not limited to labor relations, employee performance management, investigations, training, compensation/benefits, and policy development. This position involves the use of independent judgement and autonomy in analyzing problems and making recommendations on complex Human Resources issues.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists the HR Director with planning and organizing Human Resources functions and City programs including but not limited to recruitment and selection, compensation and classification, training and development, labor relations, safety, personnel records, policy development, employee benefits, and leave management. Ensures that all Human Resources programs, functions, and actions are compliant with current state and federal employment laws.
- Oversees the day-to-day operations of the HR department. Manages the workflow, prioritization of projects, and overall performance of assigned staff. Provides oversight and support to the HR Analyst and the HR Assistant classifications. Supervises, coaches, trains, motivates, and evaluates the performance of assigned staff. Interviews and selects employees, recommends transfers, reassignments, terminations, and disciplinary actions; plans, coordinates and arranges for appropriate department training.
- Provides internal HR consulting assistance to the City’s management and supervisory staff in a variety of areas including staffing and organization, employee development, disciplinary problems, and other special employment needs.  
 Provides counsel to employees with confidential matters requiring internal or external resources; provides conflict resolution assistance in complex employee related disputes.
- Organizes and coordinates the City’s recruitment and selection processes to assure compliance with legal requirements, human resources needs, and budgetary authority; oversees the provision of staff assistance and guidance to the hiring authority in the selection of new employees and promotions;

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- Coordinates the City's civil service program of recruitment, selection, classification, and discipline; Serves as Secretary & Chief Examiner to the commission. Provide advice on selection techniques and procedures; advise Police management as needed on civil service matters.
- Attends, conducts, and participates in a variety of committee meetings; coordinates and participates on various labor-management committees, performs special projects involving research and report writing. Plans and coordinates employee development and training programs. Assists in the administration of the City's classification and compensation programs and systems. Develops and assigns research projects on salary and benefit issues with outside agencies. Analyzes research data and recommends changes to compensation and benefit programs as appropriate.
- Assists in labor negotiations as directed by the Human Resources Director and may serve as Chief Negotiator with a variety of organized bargaining units, including: public safety, public works and office technical employees; assists in the administration of the City's labor agreements, and assists the management staff with grievances and related employee concerns.
- Performs employee investigations and resulting investigatory reports. Refers issue to outside investigator as deemed appropriate or necessary. Provides recommendation on follow up and/or corrective action based on investigatory findings.
- Assists in the development or modification of HR policies to address human resource needs within the City; interprets the application of personnel policies; develops employee communications to disseminate policy information. Assists in the development of the annual preliminary budget for the Human Resources department; Oversees the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; prepares information and materials for presentations on human resource issues to the City Council. Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchanges information.
- Oversees records retention and records management for the department under Washington State Record retention rules including responding to and disseminating information appropriately for public records requests.
- Responsible for determining needs for and maintenance of information for the City's Human Resources website.
- Performs other related duties as assigned that are within the scope of this position classification.

**Required Knowledge of:**

- Employment and labor related law, city ordinances, state & federal legislation, and industry best practices.
- Governmental HRIS or information systems programs for HR reporting.
- Operations, services, and activities of comprehensive Human Resources program.
- Principles and practices of human resources administration and program development (HRD and HRM), including those specific to the public sector.
- Job analysis, classification and evaluation techniques and practices.
- Basic payroll processing.
- Investigatory techniques.
- Principles and methods of job analysis/evaluation and salary administration.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Employee relations, labor and contract negotiations and administering bargaining agreements.

## **JOB DESCRIPTION**

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- Federal, state, and local laws, rules and regulations related to assigned activities and programs including employment law and hiring practices.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Program/project management techniques and principles.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, best management practices, methods, and techniques.

#### **Required Skill in:**

- Planning, organizing, and directing a variety of assigned programs, projects and activities related to the diverse activities of the Human Resources Department.
- Managing assigned human resource programs in a public-sector setting.
- Interpreting, applying, and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Keeping updated on legislation changes and state and federal laws related to and affecting human resources policies and best practices.
- Performing professional level work in the recruitment, screening, hiring, position classification and job evaluation.
- Providing consultation, guidance and assistance regarding human resources and risk management policies and procedures, rules and regulations to administration, elected officials, department heads and supervisors, employees and the general public.
- Analyzing complex problems, conducting comprehensive research, identifying alternative solutions, projecting consequences of proposed actions and making recommendations for resolution and implementation.
- Performing investigations and providing investigatory reports.
- Internal risk management and minimizing risk exposure.
- Responding to inquiries or complaints from customers, regulatory agencies, or members of the general public.
- Labor relations and contract negotiations in the public sector including grievance administration and binding arbitration.
- MS Office Suite including: Excel, Word, PowerPoint, Outlook, Publisher, SharePoint, etc.
- Algebra for mathematical computations regarding compensation and benefits information.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.

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- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them.
- Industrial health and safety program administration.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Applying program/project management techniques and principles.
- Preparing comprehensive narrative and statistical reports.
- Developing and monitoring departmental and program/project operating budgets, costs, and schedules.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Supervising, leading, and delegating tasks and workload assignments.
- Working under deadlines, pressure and meeting schedules and timelines.
- Working independently with little direction.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's Degree in Human Resources, Public Administration, Employment Law, Business Administration, or related field AND five years of increasingly responsible human resource experience that includes direct responsibility for managing or supervising operations, programs and/or services in one or more human resource functional areas. Experience should include at least three years of staff supervisory, management and budgetary responsibility for a department or major division/functional area within a department; preferably in a public sector environment; An equivalent combination of education, training and experience which allows the incumbent to successfully perform the essential functions of the position may also be considered.

#### **Required Licenses or Certifications:**

- A Valid WA State Driver's License and a five-year driving abstract acceptable to the City's insurance requirements is required for any position that will drive for City business.
- A criminal background check is required following a verbal offer of employment. Criminal history is not an automatic employment disqualifier. Results are reviewed on a case-by case basis. Senior Professional in Human Resources (SPHR) preferred.
- SHRM-SCP or other HR certifications such as CEBS, CMS, CLRP or CCP preferred.

### **WORKING CONDITIONS:**

#### **Environment:**

- Office environment.
- Constant interruptions.
- This position allows for flexibility of a hybrid work schedule. Individual schedules will be agreed upon by the employee and their supervisor

#### **Physical Abilities**

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard and other office equipment.
- Reading and understanding a variety of materials.
- Sitting or otherwise remaining in a stationary position for extended periods of time.

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- Bending at the waist, reaching above shoulder, or horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting and/or carrying or otherwise moving or transporting up to 30 lbs. (occasionally).

**Hazards:**

- Contact with angry, dissatisfied and/or distressed employees and/or customers.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_