CLASS TITLE: HUMAN RESOURCE SERVICES MANAGER

DEFINITION:

Under general direction, assists in the planning, coordination, direction, and administration of technical, specialized and advisory services related to the overall operation of the Human Resource Services Department; manages the daily operations of the department including the comprehensive units of classification and compensation, recruitment and selection, employee benefits.

SUPERVISION RECEIVED AND EXERCISED:

REPRESENTATIVE DUTIES

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Plan, organize, administer and participate in the daily operation of the Human Resource Services Department.

Provide technical support, assistance and training, and supervise the work of professional, technical and clerical personnel engaged in such activities as reviewing transcripts and credentials; employment processing; posting personnel information and maintaining records and files; classification and compensation, recruitment and testing processes, staff development, special projects and other operational services; determine workload, priorities and adjust assignments as needed to meet established time lines.

Plan, design and coordinate administrative procedures to ensure effective and efficient service delivery; review, evaluate, and conduct procedural studies of existing personnel work methods and operations, recommend proposals for improvements and implement modifications for work simplification.

Represent the department at a variety of meeting, conferences, presentations and workshops.

Manage special and ongoing services such as new employee orientation, employee recognition, and the employee development program.

Oversee and participate in research and analysis of occupational data such as physical, mental and training requirements of jobs and employees to be used in the development of employment tests and selection methods.

Coordinate and participate in conducting classification and compensation studies; recommend allocation of positions to classifications and salary ranges; write job descriptions.

Assist in the planning, coordination and implementation of short and long term goals and objectives for Human Resources operations and services; work with staff to develop and prepare recommendations on both short and long term goals and objectives.
Analyze, interpret, and apply State and Federal laws, regulations and established policies to assure compliance of all Human Resource related matters.

Prepare and/or review reports, recommendations and proposals as requested.

Plan and conduct administrative studies relative to present and future human resource needs of the County Office and conduct other studies as directed; prepare and present written and oral reports and recommendations.

Provide technical human resource expertise to all levels of County Office staff and the public regarding Human Resource matters; interpret and explain rules, regulations, policies, procedures, collective bargaining agreements, employee benefits, leave usage and performance evaluation; justify decisions, negotiate or resolve significant and/or controversial issues related to human resource management, including, discipline, organizational matters and personnel programs.

Conduct or oversee workshops, in-services or training sessions regarding Human Resource matters.

Oversee and participate in the preparation of procedures and training manuals.

Communicate with all levels of staff through bulletins, reports, newsletters and other means to inform of legal developments, deadlines, revisions to policies or other Human Resource related matters.

Maintain current knowledge of technological advances, applicable legislation and reporting requirements.

Keep current of changes and trends in human resource management; attend conferences and workshops and make presentations at same.

Oversee and participate in the research, analysis and evaluation or design of new test processes, selection methods or test types to meet changing staffing needs.

Represent the Executive Director in his/her absence

Serve on committees and make oral presentations as required.

NON-ESSENTIAL FUNCTIONS:

Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This position requires specialized subject matter expertise in personnel management principles as well as extensive and directly related and progressively responsible experience. This position supervises professional, technical and clerical staff.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities and be equivalent to a bachelor’s degree in business, public administration, industrial/organizational psychology, organizational development, human resource administration or a closely related field.

Experience:
Five or more years of significant, directly related and progressively responsible experience in public personnel administration, including at least two years of experience in a merit or civil service agency, and at least two years in a management position requiring supervision of assigned staff.
KNOWLEDGE AND ABILITIES

Knowledge of:
Principles, practices, problems and techniques of organization, administration, and public personnel administration; principles and techniques of employee selection, supervision, training, and performance evaluation, recruitment, examination, position classification, salary administration; applicable California and federal statutes, codes, laws, and regulations pertaining to human resources administration including merit system practices and laws, and public employment labor relations; computers and other office technology; job analysis and evaluation methodologies; test strategies and statistical applications used in test and item analysis and validation; personnel assessment techniques including test design, construction and administration; state and federal rules, regulations and guidelines governing collective bargaining and employment discrimination, employee leaves and compensation; report preparation and presentation methods and techniques;

Ability to:
Effectively interpret and apply appropriate laws, codes, rules and regulations; formulate and execute decisions involving complex issues; recognize the need for policy changes and develop appropriate policy recommendations; organize, prepare and summarize data for presentations and reports; plan, review, train and supervise assigned staff; design and implement recruitment, examination and selection strategies and procedures; make decisions in accordance with laws, regulations, and established administrative procedures; read, analyze, and interpret statues, policies, regulations, negotiated agreements and legal opinions and advise management of their interpretation and impact on operations; analyze and make innovative recommendations/options to meet client needs; make effective oral and visual presentations and prepare comprehensive information bulletins, memos, and newsletters to clients; learn and utilize highly specialized software applications communicate effectively, both orally and in writing; establish and maintain effective working relationships with others.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Travel to school districts and other County Office locations is a regular part of this assignment.

PHYSICAL ABILITIES:
Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.