

HUMAN RESOURCES MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To direct, manage, supervise and coordinate the City's human resources activities and operations including recruitment, selection, classification, compensation, workers compensation, employee benefits administration, labor relations, and training; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct supervision over subordinate staff.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

1. Assume management responsibility for assigned human resources services and activities including recruitment, selection, classification, compensation, workers compensation, employee benefits administration, labor relations, and training.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer employment related policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of human resource related service delivery methods and procedures.
4. Consult with department heads regarding human resource policies and procedures, labor agreements, disciplinary procedures and due process requirements; assist management staff in responding to grievances and represent the City in hearings.
5. Plan, direct, coordinate and review all matters relating to labor relations including contract administration, negotiation, interest and grievance arbitration; represent the City in grievance hearings and provide assistance to management staff in contract interpretation and application.
6. Identify organizational training needs; develop or identify programs to meet the organization's needs; ensure mandated training is conducted and documented; monitor program effectiveness in meeting training objective goals and adjust as required.
7. Supervise and coordinate the City-wide workers compensation and safety program; oversee third party administrator; review claims and work-related injuries.
8. Oversee the in-house administration of the employee benefits programs.
9. Advise and assist employees, department management and the public in a variety of human resources matters including the interpretation and application of human resources policies and procedures, benefits issues, safety programs, and applicable laws.

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10. Oversee and participate in conducting job analysis, classification and compensation studies; recommend modifications to the City's classification and compensation plans; prepare written documentation to support recommendations.
11. Oversee the City's performance appraisal programs; ensure compliance with appraisal procedures and guidelines.
12. Develop and oversee the budget for the human resources program; monitor and approve expenditures.
13. Serve as the liaison on human resources issues with other, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
14. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
15. Provide responsible staff assistance to the City Manager.
16. Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to human resource programs, policies and procedures as appropriate.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources management and administration.
18. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a human resources management program.

Principles and practices of public personnel administration including recruitment, selection, benefits administration, training and employee relations.

Methods and techniques of recruiting, interviewing and selecting qualified applicants for employment.

Principles and practices of wage and salary benefit administration.

Methods and techniques of job analysis including classification and compensation.

Principles and procedures involved in labor negotiations.

Principles and practices of labor and employee relations.

Methods and techniques of developing and implementing training programs.

Principles and practices of performance appraisal management.

Methods and techniques of dealing with employee grievances.

Principles of supervision, training and performance evaluation.

English usage, spelling, grammar and punctuation.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Oversee and participate in the management of a comprehensive human resources management program.

Oversee and participate in classification, compensation and job analysis functions.

Direct and modify an efficient recruitment, selection and retention program.

Review and resolve employee grievances in accordance with labor agreements and state law.

Represent the City in labor negotiations.

Oversee and participate in the development and administration of human resources goals, objectives and procedures.

Prepare and administer program budgets.

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Develop and implement training programs.

Prepare clear and concise administrative and financial reports.

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

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations governing employment and human resources management.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

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

Experience:

Five years of increasingly responsible professional level human resources program management including two years of labor relations experience. Public sector experience required.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Environment: Normal office setting with some travel to attend meetings.

Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment.

Vision: Vision sufficient to read small print, computer screens and other printed documents.