

Human Resources Manager

DEFINITION

Under general direction, plans, manages and performs advanced-level professional human resources, provides leadership, and risk management program/service delivery for the County. Oversees the Human Resource (HR) team, responsibilities of the HR team include: recruitment and selection, onboarding, discipline and investigations, training and development, employee engagement and wellness, personnel transactions, and leaves management. In addition to providing oversight to these functions, the Human Resources Manager personally performs complex investigations, coordinates ADA activities, acts as the department liaison on labor relations issues (grievances, negotiations, bargaining, etc.), performs position monitoring and reporting functions, and provides consultation and guidance on HR issues.

Additional responsibilities include the monitoring of job descriptions to adhere to the latest regulations, streamlining procedures, develop and administer policies and procedures, and continue to refine the employee experience.

DISTINGUISHING CHARACTERISTICS

This is a single position, at the executive management level characterized by the overall responsibility to manage and coordinate major projects within Human Resources. The position of Human Resources Manager is responsible for coordinating and directing a variety of personnel services and activities for the agency including recruitment, classification and compensation, employee relations, payroll, staff development and training, onboarding and discipline. The incumbent in this class exercises direct supervision over lower level professional, technical, operational, and/or clerical staff.

REPORTS TO

This position reports directly to the County Administrative Officer.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed in an office environment, continues contact with staff and the public. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting, sits for extended periods; frequently standing and walking. Use of office equipment including but not limited to: computer, telephone, calculator, copier machine, fax machine.

Physical: Sufficient physical ability to lift and move objects weigh up to 30 lbs. Work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents, normal manual dexterity eye-hand coordination.

Hearing: Hear in the normal audio range with or without correction.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that the qualified employees can perform the essential functions of the job.

The incumbent will perform a wide variety of Human Resources and serve as a subject matter expert in San Benito County's recruitment and selection efforts by providing information and assistance to administrators, staff, and the general public regarding human resources activities, policies, and procedures.

- Assist supervisors, employees and others with employment-related questions.
- Facilitate services between human resources and other departments.
- Write directives advising department managers of County's policy regarding equal employment opportunities, compensation, and collective bargaining agreements.
- Analyzes wage and salary reports and data to determine competitive compensation plans.
- Advises management in appropriate resolution of employee relations issues.
- Responds to inquiries regarding policies, procedures, and programs.
- Conducts wage surveys within labor market to determine competitive wage rate.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Prepares reports and recommends procedures to reduce absenteeism and turnover.
- Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Modern principles and practices of public personnel administration, including methods of recruitment, selection, performance evaluation, training and development, employee relations, salary and benefits administration;
- Federal, state, and local laws, rules, and regulations regarding local government operations related to personnel and risk management functions;
- Principles and practices of management necessary to plan, analyze, develop, direct and evaluate programs, administrative policies, organizational structures and staffing;
- Programs and policies necessary to obtain a high performance workforce for a large employer;
- Current trends in personnel administration including recent court decisions and legislative developments;
- Principles and practices of business management including knowledge of basic office equipment and personal computers. Familiarity with software programs such as Microsoft Office, to include Word, Excel, Access, and other business software.
- Equal employment/affirmative action guidelines and policies.

Ability to:

- Coordinate personnel program objectives with the general goals of the total organization and its various departments;
- Plan, organize, and coordinate human resources management programs;
- Coordinate and initiate actions, implement decisions and recommendations;
- Interpret complex regulations, laws and guidelines;
- Deal constructively with conflict and develop effective resolutions;
- Select, supervise, train and evaluate assigned staff;
- Analyze complex administrative problems, evaluate alternatives, and make creative recommendations;
- Represent the department effectively in meetings, including making presentations;
- Establish and maintain cooperative working relations effective working relations with others;
- Communicate effectively both orally and in writing

EMPLOYMENT STANDARDS:

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

Education:

A Bachelor's degree from an accredited college or University in Public or Business Administration, Human Resources Management, Organizational Development, Psychology, or related field; AND

Experience:

Five (5) years of full time human resources experience performing professional level analytical human resources work in areas such as recruitment, classification and compensation, employee and labor relations, benefits administration, organization development and /or staff development. At least two (2) of the five (5) years must be at the supervisory level.

Substitution Note: A Master's degree in Public or Business Administration, Human Resources Management, Organizational Development, Psychology, or related field may substitute for one (1) year of the non-supervisory experience.