

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HUMAN RESOURCES MANAGER

PERSONNEL COMMISSION APPROVAL:	MAY 19, 2021 (<i>Revised</i>)
COUNCIL APPROVAL:	JULY 1995

JOB CODE:	0006
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT
EEOC CODE:	OFFICIALS & ADMINISTRATORS

JOB SUMMARY

Under general direction, plans, organizes, oversees, coordinates and reviews the work of staff performing difficult and complex professional, technical, and administrative support for Human Resources programs and functions.

DISTINGUISHING CHARACTERISTICS

Reports to: Director / Deputy Director of Administrative Services

Supervises: Professional, Managerial, and Technical Human Resources and Risk Management staff

EXAMPLES OF ESSENTIAL DUTIES

- Serves as the division manager for Human Resources and Risk Management
- Assists in the development and implementation of department goals, objectives, policies, programs and procedures;
- Oversees and coordinates HR division activities with those of other departments and outside agencies and organizations;
- Prepares and presents a variety of reports, workshops, presentations and related communication to staff, executive management, City Council and the public;
- Manages, supervises and coordinates a variety of human resources programs and operations, including oversight of Risk Management and HRIS-related functions and requirements;
- Administers the enforcement and compliance of the City's civil service system rules;
- Receives, investigates, and effectively responds to difficult and sensitive employee-relations issues; may conduct or oversee fact-finding investigations, evaluate report findings, make recommendations and facilitate corrective action;
- Assists in the oversight and coordination of activities related to recruitment and selection programs;
- Acts as EEO Officer and oversees administration of policies and practices related to non-discrimination compliance efforts;
- Advises staff, supervisors, and managers regarding labor relations and employee relations issues; advises supervisory and management staff regarding employee grievances, disciplinary matters, and investigations;
- Participates as a member of the City's negotiating team, meets with association representatives regarding MOU language interpretation and scope of bargaining issues;

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- Oversees the administration and coordination of employee benefits, and retirement-related programs, supervises benefit administration, reviews health insurance and supplemental benefits broker/carrier performance;
- Participates in the selection and evaluation of Human Resources and Risk Management staff; coach motivate, and train, assigned staff and others;
- Attends leadership, management, supervisory, and professional training, workshops, seminars, conferences, webinars to maintain currency regarding regulatory requirements and public sector human resources and risk management best-practices related to areas of assignment;
- Prepares and processes City Council agenda items, memos, forms, general correspondence, and spreadsheets;
- Serves as back-up to the Administrative Services Director/Secretary to the City Personnel Commission; attend meetings, reviews commission minutes, establishes agenda, oversee public hearing presentations, coordinate grievance hearings;
- Responsible for coordination and administration of citywide training and staff professional development programs;
- Develops new or modified human resources and risk management administrative regulations, functional and operational policies, procedures, and systems to accommodate changes in Personnel, Benefits, Retirement, Labor Relations or Equal Employment legislation; develop business continuity processes and procedures;
- Assists in the administration of the City's classification and compensation programs, reviews and evaluates existing, new classification and reclassification requests;
- Assists in the preparation and oversight of the department budget; review and analyze reports, and records;
- Report to work as scheduled, work a variety of schedules including evenings, weekends, and holidays, as required;
- Performs other related duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and policies of personnel administration and management
- Principles and practices of collective bargaining and labor contract administration
- Federal, State, and local laws, regulations, ordinances, and policies related to public personnel administration, labor and employment
- CalPERS and related health and retirement benefit laws, rules and practices
- Principles and practices of organization, administration and budget management
- Principles and practices of municipal risk management

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- Principles and practices of record keeping, report writing and project management
- Customer service practices and techniques
- English usage, spelling, grammar, and punctuation
- Modern office methods, practices, procedures and equipment
- Human Resources Information Systems, Microsoft Office applications, Word, Excel, Access, PowerPoint, Publisher
- Current federal, state and/or local legislation and judicial decisions pertaining to Equal Employment, Employer-Employee Relations, and other federal and state regulatory programs

Ability to:

- Plan, organize, prioritize, delegate, and coordinate work to completion in a timely manner
- Work independently, and balance competing priorities
- Employ creativity in developing solutions, identify alternatives, project outcomes and consequences of proposed actions, implement recommendations
- Maintain confidentiality
- Interpret and apply laws, rules, regulations, ordinances, municipal codes accurately and appropriately
- Represent the department with tact and diplomacy
- Be collaborative and deal constructively with conflict, and develop consensus
- Prepare complex reports and conduct highly complex data and regulatory analysis
- Supervise, train and evaluate staff
- Plan, organize and direct a comprehensive public sector civil service system
- Effectively administer negotiated labor agreements, and a comprehensive classification and compensation system
- Communicate effectively in writing and conduct oral presentations with a wide variety of elected officials, management, supervisors, employees and the general public
- Report to work as required as scheduled; and work extended hours beyond the established schedule
- Follow directions, and accept evaluative and constructive recommendations for change and improvement
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Conduct work in a professional manner

Education: Graduation from an accredited college or university with a Bachelor's degree in Human Resources, Public or Business Administration, or Organizational Development, or other directly related field. Master's degree preferred.

Experience: Five (5) years professional, managerial-level experience in Human Resources, Personnel Administration, or Organizational Development including two (2) years directly related experience in planning, organizing and supervising professional, technical and clerical staff. Public sector and risk management experience is preferred.

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License/Certificate:

A valid California Class C driver license with an acceptable driving record required by time of appointment and throughout employment.

Certification in any of the following is desirable:

HRCI/Society Human Resource Management

- PHR – Professional in Human Resources
- PHRca – Professional in Human Resources – California
- SPHR – Senior Professional in Human Resources

International Public Management Association for Human Resources (IPMA-HR)

- IPMA-CP – Certified Professional
- IPMA – SCP – Senior Certified Professional

California Public Employer Labor Relations Association (CalPELRA)

- Certified Labor Relations Professional (CLRP)

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is primarily performed indoors and involves detailed concentration in an office environment. The work requires sitting at a desk or table for prolonged periods of time and daily use of a computer, keyboard, mouse, screen and related equipment. The incumbent sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 25 pounds or less. Must be able to read printed materials; hear and speak proficiently; communicate in person, before groups and via telephone. Walking and standing in and between work areas is necessary. Requires operation of a motor vehicle to attend a variety of off-site meetings, workshops, training, and seminars.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.