



## Legislation Details (With Text)

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<b>On agenda:</b>	5/19/2021	<b>Final action:</b>	
<b>Title:</b>	Revisions to the Human Resources Manager Job Class Specification		
<b>Attachments:</b>	1. Att#1 Human Resources Manager Rev, 2. Att#2 Human Resources Manager Final, 3. Att#3 Administrative Services Org Chart		

Date	Ver.	Action By	Action	Result
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**SUBMITTED TO:** Personnel Commission

**SUBMITTED BY:** John Clark, Interim Director of Administrative Services

**DATE:** May 19, 2021

**Subject:**

**Revisions to the Human Resources Manager Job Class Specification**

The **Human Resources Manager** job classification is assigned to the Administrative Services Department and represented by the Management Employees Organization (MEO).

Modifications to the **Human Resources Manager** job class specification are recommended to: 1) update supervisory relationships; 2) update job duties; and 3) update minimum qualifications including knowledge, experience, and certification requirements in accordance with the needs of the position and department. The requested modifications are intended to update the classification to reflect current and consistent job requirements and present hiring standards, and do not materially change the fundamental nature of the work performed. The current pay grade was modified by the City Council at the November 2, 2020, meeting.

The Administrative Services Department collaborated with Human Resources on the recommended changes, and MEO has reviewed the proposed changes.

**Job Class Title:** Human Resources Manager  
**Pay Grade:** MEO006  
**Affected Employees:** One

Staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION:**

**Approve the updates to the job class specification of Human Resources Manager.**

**Attachment(s):**

1. Human Resources Manager Job Class Specification Rev
2. Human Resources Manager Job Class Specification Final
3. Administrative Services Department Organizational Chart