

## HUMAN RESOURCES MANAGER

### FUNCTION OF THE JOB

Under direction, to serve as the head of the Human Resources Division of the Department of Administration; to perform responsible supervisory and advanced professional work involving the administration of employment services, labor relations, employee benefit, human resources, information systems, and training functions; and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Directs and administers Countywide recruitment, selection, and employment functions.
2. Directs and administers Countywide classification and compensation systems; and evaluates, recommends, and implements program changes.
3. Directs the County's litigation proceedings for grievances, arbitrations, discrimination charges, unfair labor practices, and unemployment compensation.
4. Directs the formal and informal appeal processes including represented grievances, non-represented appeals and the processing of informal employee issues.
5. Directs the County's collective bargaining function; develops and recommends parameters and strategies; and represents the County on the bargaining team with authority to make commitments.
6. Directs the administration of the training function including the development, implementation, and evaluation of new and existing programs.
7. Facilitates the County's labor/employee/management relations by participating in meetings with authority to modify employee or department practices or procedures that will resolve problems.
8. Administers, applies, and interprets policies, procedures, collective bargaining agreements, and federal and state human resources and labor statutes, rules, and regulations.
9. Advises department heads, managers, and supervisors of appropriate practices, legal requirements, and the application and interpretation of collective bargaining agreements and County policies and procedures.
10. Directs and administers the employee benefits function including the design, development, implementation, and evaluation of new and existing benefits.
11. Represents the County in the development and administration in a shared multi-employer onsite medical clinic, with authority to make commitments.
12. Directs the Human Resources functions within the Automated Human Resources/Payroll System; and directs the reengineering of processes, development, and implementation of applications.
13. Develops, prepares, and implements the division budget and the strategic plan.
14. Serves as the County's EEO and ADA Coordinator for compliance with federal and state equal employment laws and regulations and the Americans with Disabilities Act; advises department heads, managers, and supervisors of their obligations; responds to complaints; and facilitates efforts to correct areas of non-compliance.
15. Selects, trains, assigns, and reviews work, evaluates employees and handles any personnel problems of the staff.
16. Establishes and maintains effective working relationships with employees, departments, union representatives, County Executive, County Board and Committees, attorneys, other governmental agencies, and the public.
17. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Thorough knowledge of the modern principles and practices used in Human Resources administration and leadership.

## QUALIFICATIONS

### Essential Knowledge and Abilities (continued)

2. Thorough knowledge of principles of recruitment, selection, onboarding, engagement, employee retention including interviewing, test development, validity, and job-relatedness.
3. Thorough knowledge of the principles and procedures used in conducting job analysis and classification and compensation studies.
4. Thorough knowledge of compensation and performance management systems.
5. Thorough knowledge of principles and practices of labor relations, employee relations, and human resources management.
6. Thorough knowledge of modern principles and practices of employee benefits and insurance programs and emerging trends.
7. Thorough knowledge of federal and state labor and human resources laws and regulations and of recent legal developments.
8. Thorough knowledge of County Human Resources policies and procedures.
9. Comprehensive knowledge of federal and state laws, and administrative regulations and procedures regarding the development and administration of employee benefit and insurance programs.
10. Comprehensive knowledge of the various duties, responsibilities, requirements, and qualifications of various levels of job classifications.
11. Comprehensive knowledge of management and supervisory practices and principles.
12. Ability to direct human resource programs, provide effective leadership to human resources staff, and handle complex administrative situations.
13. Ability to research and analyze complex information; objectively evaluate alternatives; and make appropriate recommendations.
14. Ability to plan and manage projects and to plan, organize and direct the work of others.
15. Ability to analyze benefit systems and develop benefit policies and practices that are competitive in the marketplace.
16. Ability to keep accurate and detailed records and prepare and present comprehensive reports and recommendations.
17. Ability to plan, organize, and prioritize multiple work assignments and projects.
18. Ability to establish and maintain effective working relationships with employees, departments, union representatives, County Executive, County Board and Committees, attorneys, other governmental agencies, and the public.
19. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
20. Ability to communicate effectively both verbally and in writing, and to present ideas and concepts to individuals, boards, and committees.

### Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in business or public administration, industrial or labor relations, human resources management, or a closely related field.
2. Five (5) years of progressively responsible professional work experience in human resource or labor relations administration, preferably in the public sector.
3. Master's degree from a recognized college or university in an area listed above may be substituted for one (1) year of the work experience.