



<b>Job Title</b>	<b>Human Resources Manager</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>At-Will</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>16200</b>

**Class Specification – Human Resources Manager**

**Summary Statement:**  
 The purpose of this position is to manage, supervise, and coordinate services, activities, and operations within the Human Resources Department. This is accomplished by managing the City’s recruitment and selection program; identifying needs and creating objectives to meet them; ensuring compliance with federal and state laws and regulations related to employment; managing the classification system in accordance with internal structures and City policies; developing programs to assist needs; serving as the City’s EEO coordinator and managing the ADA program for civilian and sworn employees; investigating or facilitating the investigation of grievances; and providing information pertaining to legal issues. Other duties include coordinating the City’s participation in community sponsored events; assisting with placement and on-boarding process for student interns and volunteers; supporting organizational projects; providing staff assistance; and directly managing staff output.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Implements the City’s corrective action processes by coordinating the administration of corrective action and disciplinary process; conducting employee relations investigations; providing due process; coordinating legal review of documentation and evidence; training supervisors and managers in personnel practices and policy; and supporting Unemployment Insurance liability hearings.
30%	Manages the City’s Americans with Disabilities Act (ADA) program by processing requests for reasonable accommodations; instructing employees on ADA process and documentation; obtaining information from medical providers concerning employees’ work restrictions; chairing various related committees; coordinating the implementation of reasonable accommodations; providing testimony in pre-term meetings; acting as lead in response to employee grievances; and coordinating job reassignments between City departments.



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15%	Manages the implementation of Personnel and Drugs and Alcohol policies and procedures by researching and implementing policy changes; consulting with employees and management; training supervisors and managers on policies; receiving confidential communication and making decisions regarding drugs and alcohol abuse; providing contracts as needed for employee rehabilitation; and overseeing compliance with treatment plans.
15%	Manages the recruitment program, the classification system, benefits program, and performance management process by providing interview training; participating in the development of policies; establishing relationships with various institutions; performing reference checks; collaborating with management in the classification of positions; reviewing classifications; providing guidance on classification reorganization; providing management guidance on medical plan design changes and funding requirements; managing annual benefits study reviews; reviewing new benefits programs; implementing performance policies; and consulting with supervisors and managers on employee job performance.
10%	Processes EEO compliance and facilitates Title VII investigations; overseeing employee relation issues; conducting investigation or working with a third party to conduct investigations into Title VII issues; providing sexual harassment training; reporting EEO; participating on various committees; attending events that promote workplace diversity; coordinating EEO training, in conjunction with Legal; and working collaboratively with City attorneys in responding to discrimination complaints.

<b>Competencies Required:</b>
Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Reading: Advanced – Ability to read literature, books, reviewed, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.



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**Math: Advanced** - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Writing: Advanced** - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Technical Skills Required:** Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor’s degree from an accredited college of university with major coursework in human resources, business administration, public administration, or a related field.

**Experience:** Five years of full-time responsible human resources experience including two years of administrative and/or supervisory experience.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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**Supervision Exercised:**

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.



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**Supervision Received:**

The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

**Fiscal Responsibility:**

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

**Physical Demands:** Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office and specialized HRIS software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: December 2015