



Job Title	Human Resources Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	5	Job Code	16200

Class Specification – Human Resources Manager

Summary Statement:	
<p>The purpose of this position is to manage, supervise, and coordinate the City of Colorado Springs' human resources programs, services, activities and operations. This positions plans, implements and coordinates programs in one or several of the following areas of expertise: ADA I; ADA II; ADA III; Benefits & Wellness; Compensation & Classification; Community Diversity & Outreach Programs; Employee Relations; Equity, Diversity & Inclusion; HR Business Partners; HR Information Systems; HR Solution Center; Investigations & Grievances; Occupational Health; Organizational Development; Recruiting; Risk and Safety. This is accomplished by identifying needs and creating objectives to meet them; ensuring compliance with federal and state laws and regulations related to employment; creating business cases; developing standard operating procedures; ensuring desk manuals are up-to-date; developing and executing against strategic plan goals and project plans; and collaborating with peers. Other duties may include coordinating the City's participation in community sponsored events; managing student interns and volunteers; supporting organizational projects; providing staff assistance; and directly managing staff output, development and succession planning</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (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.
40%	Acts as Center of Expertise (COE) on assigned management areas. Oversees programs assigned at the direction of the Chief Human Resources and Risk Officer and the Assistant Director of Human Resources. Creates, implements and oversees the maintenance of well-rounded and professional HR programs, to include design, obtaining stakeholder input, build, communication to internal and external customers, marketing, training, metrics tracking, and reporting. Participates in collaborative projects with other COEs, Departments, and City Leadership.
30%	Manages staff in their area of assignment by hiring, promoting, assigning, counseling and disciplining employees; overseeing the workflow; managing staff performance coordinating staff development, certifications, and training of employees; and determining priorities of program activities based on available resources.



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20%	As a member of the Human Resources Leadership Team, participates in leadership activities such as project planning, budget planning, stakeholder and peer feedback. A high level of collaboration and communication skills are required in this position. Develops and presents information to a wide variety of audiences, from line level employees to Mayor and City Council.
10%	Ensures that technology is appropriately leveraged in their COE and assigned areas in collaboration with the HR Information Systems team. Remains updated on best practices and provides innovative proposals for process updates that will keep the City current with relevant best practices to ensure efficiency in the role, department, and organization. Compiles, analyzes, and interprets statistical data to make informed decisions and recommendations.

Competencies Required:	
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.	
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



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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, risk management, safety or occupational health experience including two years of administrative and/or supervisory experience.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

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.

Supervision Received:

Receives Administrative Direction: 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.



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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.

Environmental Conditions	Frequency
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