

CITY OF LINCOLN
HUMAN RESOURCES MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, plans, organizes, directs, supervises, and administers the human resources operations and activities for the City, including recruitment and selection, classification and compensation, employee benefits administration, employee training and development, and employee relations; provides highly complex staff assistance to the City Manager and others, and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

The **Human Resources Manager** is the management level class responsible for the overall operation of the City's human resources related functions. This classification is distinguished from the next higher class of City Manager in that the latter has overall responsibility for administering the City's operations.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the City Manager or his/her designee. Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Develops policies, procedures, standards and ordinances to ensure compliance with applicable laws and regulations.
- Interprets and advises staff on applicable laws, regulations, policies, and procedures
- Participates in the development and administration of the City budget for human resources activities; directs the forecast of additional funds; monitors and approves expenditures; implements mid-year adjustments.
- Coordinates Human Resources activities with other divisions, departments, governmental agencies, and outside organizations; provides technical assistance as necessary.
- Assists management staff in implementing discipline procedures and administering labor contracts; explains and interprets guidelines for management staff; responds to complaints.
- Participates in labor negotiations; interprets MOU language; responds to employee grievances; maintains liaison with labor representatives.

HUMAN RESOURCES MANAGER

Page 2

- Prepares a variety of written communications and reports, including staff reports to Council on human resource matters; prepares data and reports for labor contract negotiations; conducts research and prepares technical and administrative reports and studies.
- Supervises the maintenance of employee records, including hires, terminations, promotions, and other personnel data.
- Reviews and evaluates work products, methods and procedures; develops and recommends modern personnel policies and practices to enhance City and departmental operations.
- Administers the City's Workers Compensation program.
- Oversees the City classification and compensation system; reviews, revises, and develops classification specifications; conducts salary and benefits surveys.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and personal service. The nature of the work may require the incumbent to work outdoors, lift equipment and materials weighing up to 25 pounds.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Human Resources Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Experience

Five years of increasingly responsible human resources management experience in the public sector including two (2) years of administrative and supervisory responsibility.

OR

Six years of private sector human resources management experience in a unionized environment including two (2) years of administrative and supervisory responsibility.

Education

Bachelor's degree with major study in human resources management, business, public, or personnel administration or a closely related field. A master's degree in Public or Business Administration with an emphasis in human resource management is desirable.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of public human resources administration, including recruitment, selection, labor and employee relations, and employee benefits; legal and professional standards and procedures for the development, administration, and validation of assessment instruments; research methods; principles and practices of program and budget development, administration, and evaluation; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations; basic principles of mathematics; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Establish and maintain a high level of communication, cooperation, and understanding among all levels of City staff with regard to human resources policies and programs; administer labor relations agreements fairly and effectively; collect, analyze, and interpret survey and statistical data; develop and coordinate work programs; interpret, explain and apply applicable laws, codes and regulations; train, supervise and motivate assigned staff; plan, organize, train, evaluate and direct work of assigned staff; demonstrate strong people and problem solving skills, be self-motivated, display positive character, and provide for an innovative culture; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate a personal computer and a variety of word processing and software applications.

FLSA:	Exempt
Employee	Contract/At Will
Group: Adopted:	