

HUMAN RESOURCES MANAGER

CODES/PAY RANGE

Class Code: 1502

EEO Code: B

Pay Grade: F

MAJOR FUNCTION

Highly responsible professional work in overseeing two or more major functions in the Personnel Division.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Performs all work as outlined for Human Resources Officer I and II levels.

Supervises and directs the work in the payroll, records, benefits, compensation, classification, employee relations, training and examination areas. Trouble shoots problems and recommends or implements solutions.

Consults with director as needed.

Oversees processing of appointments and promotions for propriety and eligibility.

Independently conducts desk audits and job analyses. Makes appropriate recommendations. Creates new classifications and assigns to appropriate pay range. Performs management studies and makes recommendations.

Analyzes wage and salary survey results recommending any adjustments to present classification and compensation plan.

Responsible for position control management and all phases related to positions. Coordinates with Management and Budget and Information Systems on changes in positions - additions, deletions and transfers.

Prepares statistical analysis and reports on employee movement within the County.

Supervises subordinate employees. Counsels employees.

Implements and oversees mandated federal and state programs applicable to personnel and employment.

Works with divisions on reorganization studies to better meet their program objectives with existing staff.

Performs special projects as directed. May assume duties of the director in absence of the director.

(HUMAN RESOURCES MANAGER – cont.)

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of principles and practices of personnel administration. Knowledge of position classification and compensation systems. Knowledge of affirmative action and equal employment opportunity policies. Knowledge of collective bargaining. Knowledge of the County merit system rules and regulations and how they apply to personnel programs. Knowledge of federal, state and local laws and ordinances as they apply to personnel actions. Knowledge of policies and procedures of personnel office and programs.

Ability to establish and maintain good working relationships with department/division directors, outside agencies, employees and general public. Ability to communicate well both orally and in writing. Ability to interpret merit rules and regulations for employees and county management. Ability to interpret county personnel policies and consult with employees and management in answering questions and solving problems. Ability to work with employees and management in solving various personnel related problems.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Business Administration, Social Science or related field, and five (5) years progressively responsible experience in personnel.

A comparable amount of education, training or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to talk.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend legal statutes and documents, professional and technical manuals and journals, reports, and financial statements. Ability to complete basic mathematical computations including addition, subtraction, multiplication, division, fractions, ratios. Ability to speak publicly and extemporaneously. Ability to write reports, letters, memos, and summaries. Ability to analyze data and develop conclusions. Ability to identify problems and resolve same. Ability to apply statutes and procedures to real situations.

Revised 7/04

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