

CITY OF ARCADIA
HUMAN RESOURCES MANAGER

DEFINITION

Under administrative direction, to direct, manage, supervise, and coordinate human resources functions, services, and operations; to coordinate assigned activities with other City departments; to provide highly responsible and complex administrative support to the Human Resources Director; and to serve as the Human Resources Director in their absence.

SUPERVISION EXERCISED

Exercises direct and indirect supervision over human resources staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume management responsibility for all Human Resources Department programs, services, and activities, to include the Injury and Illness Prevention Program, DOT Mandatory Drug and Alcohol Testing Program, and other mandated safety programs.

Oversee the development and implementation of Human Resources Department goals, objectives, policies, and priorities for each service area.

Plan and implement the Department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; advise and provide assistance to other City departments and staff regarding human resources or related issues.

Provide high level support to the City's negotiating team and participate in various aspects of labor negotiations; as needed, assist the City in employer-employee relations matters including impasse resolution, and implementation and administration of labor contracts.

Consistently and effectively ensure compliance with Federal, State, and local laws that impact the City's operations regarding employer-employee relations, health and safety, personnel, and all other human resources related matters; identify and enhance program compliance for the betterment of City departments and staff.

Monitor and analyze changes in legislation to determine impact on risk management and human resources operations and programs.

Actively audit and review program delivery methods, procedures, workload, and related duties; coordinate, recommend, and assist in implementation of changes.

Manage the development and implementation of departmental marketing strategies related Human Resources Department programs, services, and activities, including talent acquisition and retention, employee engagement and wellness, and other related areas.

As needed, represent the Human Resources Department to other City departments, elected officials and outside agencies; explain and interpret Human Resources Department programs, policies, and activities.

Supervise and mentor staff, including assigning, planning, coordinating, and reviewing work; maintain work standards; select, train, motivate, and evaluate staff; provide training and assistance on tools and processes; recommend and implement employee discipline and termination procedures.

Assist in administering disciplinary policies and procedures for the City; provide assistance to staff on disciplinary issues and actions to be taken; assist in administering formal grievance procedures and hearings; provide guidance to management staff in preparing and processing responses to grievances.

Participate in the development and administration of the Human Resources Department's budget.

Prepare and present staff reports and other necessary correspondence.

Audit and approve human resources purchase orders, bills, invoices, and related charges.

Attend and assist with coordination of Human Resources Commission meetings; stay abreast of new trends and innovations in the field of administrative services programs.

Respond to and resolve difficult and sensitive inquiries and complaints.

Serve as the Human Resources Director in their absence.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive human resources and risk management program.

Pertinent Federal, State, and local laws, codes, and regulations pertaining to employment and labor, safety, benefit programs, insurance programs, liability, Workers' Compensation, retirement, FEHA, ADA, EEO, FMLA/CFRA/PDL, and other related program areas.

Organization and management practices as applied to the analysis and evaluation of human resources programs, policies, and operational needs.

Principles and practices of human resources administration, including compliance, research, employer-employee relations, program administration, classification and compensation, training, and risk management.

Information sources and research techniques related to the fields of public administration, human resources, risk management, and budget preparation.

Principles of supervision, training, and performance evaluation.

Safe driving principles and practices.

Skill to:

Operate office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide management and professional leadership for the Human Resources Department.

Recommend and implement goals, objectives, and procedures for providing effective and efficient services.

Manage, direct, and coordinate the work of management, supervisory, professional, technical, and clerical staff; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to City, community, and Council issues, concerns, and other needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and submit and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Participate in the development and administration of the Human Resources Department's budget; allocate limited resources in a cost-effective manner.

Prepare clear and concise administrative reports.

Monitor, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in past and current employment history. A typical example includes:

Experience:

Five years of progressively responsible human resources experience, including two years of supervisory experience, involving professional and technical-level duties in areas such as recruitment and selection, classification and compensation, benefits, labor relations, leave administration, or risk management.

Training:

Equivalent to a Bachelor's degree from an accredited college or university in Human Resources, Business, Public Administration, or a closely related field. A Master's degree in Public or Business Administration is desirable.

License or Certificate:

Possession of a valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: September 2024