



CITY OF RANCHO SANTA MARGARITA JOB DESCRIPTION

Human Resources Manager FLSA Status: Exempt

DEFINITION

Under general direction of the Assistant City Manager, plans, organizes and supervises human resources programs and activities, including recruitment and selection, position classification, compensation, and employee benefits, and employee-related claims and investigations; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This confidential position works under the direction of the Assistant City Manager. The individual may occasionally direct the work of professional, administrative and clerical staff under the authority delegated by the respective supervisors; and exercises independent judgment and discretion in matters relating to all aspects of human resources programs.

ESSENTIAL DUTIES

The duties assigned include, but are not limited to, the following:

- Manage recruitment and selection processes and activities to ensure citywide consistency, job-related valid screening techniques and conformance to Federal and State laws and regulations
- Oversee or participate in the development or revision of class specifications; recommend classification and compensation allocations for existing or new positions
- Administer employee group health and welfare benefits and retirement programs
- Recommend, plan and conduct Human Resources related training for employees and management
- Coordinate employee events and activities such as quarterly gatherings and holiday functions
- Conduct the investigation of workers' compensation and employee-related claims

- Recommend and implement activities and programs related to the City's safety and wellness program
- Advise departments on employee relations practices; disciplinary matters; reduction and avoidance of future liability
- Ensure compliance with Federal, State, and Local labor and employment; workers' compensation, occupational safety and health laws and regulations
- Review, analyze and prepare recommendations for personnel-related City policies
- Conduct surveys and perform research on policies and procedures relating to human resources and workplace issues; assist with monitoring legislation concerning human resources, retirement, benefits and workers' compensation issues
- Analyze data and make recommendations on the formulation of operating procedure, staffing, and organizational requirements within Human Resources
- Assist in budget preparation, analysis and administration by collecting data necessary to prepare and monitor operating budget for Human Resources activities
- Establish, maintain and foster positive and harmonious working relationships with City staff and all those contacted in the course of work
- Perform other related duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and concepts of human resources administration; recruitment, selection, training and development.

General principles and practices of municipal government organization, functions, finances, and administration.

Classification, compensation, human resources information systems, and employee relations practices.

Federal, State and Local laws, regulations and ordinances related to equal opportunity and fair employment practices and workers' compensation.

General principles, practices and procedures involved in human resources related risk administration.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.

Principles of supervision, training and performance evaluation.

Research and report writing methods, techniques and procedures.

Effective interviewing techniques.

Proper English, spelling, grammar, punctuation use, and business letter writing.

Modern office practices, procedures, methods, and equipment.

Word Processing methods, techniques and programs.

Ability to:

Define problem areas; collect and evaluate data; define and select alternatives; draw conclusions and develop, plan and implement recommendations.

Interpret and explain City policies and procedures.

Prepare and present written and oral information in a clear, concise and accurate manner.

Select, supervise, train and evaluate staff.

Review and apply Federal, State and Local policies, laws and regulations in coordination with and under the advice of the City Attorney.

Operate a computer using word processing and spreadsheet software; may include Microsoft Word, Excel, Outlook and PowerPoint.

Attend night and/or weekend meetings, events or activities outside normal business hours.

Travel to various sites and operate a motor vehicle safely.

Training and Experience:

Any combination equivalent to experience and training that provides the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Equivalent to a Bachelor's Degree in Personnel or Human Resources Management, Public Administration, or related field; five years of progressively responsible experience in human resources or personnel management and experience at the analyst or supervisory level; or any combination of education, experience and training that would likely provide the required knowledge and abilities. A Master's Degree is desirable.

Physical Standards and Working Conditions:

Physical and Sensory Elements: The sensory demands of the job typically require speaking, hearing, touching and seeing. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 25 pounds.

Environmental Elements: Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may be required to travel to other locations and attend meetings. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

Tools and Equipment:

Personal computer, including word processing, spreadsheet, electronic calendar and records management software programs; telephone; typewriter; fax and copy machines; postage meter; and other modern office equipment as necessary.

LICENSE REQUIREMENTS

Must possess and maintain a valid California Driver's License and have a satisfactory driving record.

SELECTION GUIDELINES

All selection guidelines for this position are subject to City Council determination, and include a formal City application, rating of education and experience, oral interview, and reference check. Job-related tests may also be required. Successful completion of a background review, including fingerprinting, may be required. Selected candidate will be required to provide written identification showing entitlement to legal residence in the United States.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Note: All employees of the City of Rancho Santa Margarita are designated to be “Disaster Service Workers.” In the event of a declared emergency or any undeclared emergency or natural disaster, that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee’s normal work assignments and may continue through the recovery phase of the emergency. (Per City Ordinance 03-04).

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Classification Status: This is an “At Will” classification and not included in “Competitive Service” as defined in Section 2.04.040 of the Rancho Santa Margarita Municipal Code. Employment can be terminated with or without cause, or notice, at any time by either City or employee.

Approval Date: June 8, 2022