



CLASSIFICATION NO. 711
Established: 7/16
Revised: 12/18
FLSA: Exempt
EEO: 2

HUMAN RESOURCES MANAGER

CLASS CHARACTERISTICS

Under general direction, to plan, organize, manage and evaluate the staff, activities and budgets within a human resource division of operations; to provide complex staff assistance to County departments, advisory boards, Human Resources Director, County Administrator, and Board of County Commissioners; to coordinate division activities with other HR division of operations/programs, County departments, and outside agencies; to provide advice and counsel to HR staff and management staff seeking human resources assistance; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Human Resources provides human resources services to County departments and employees, including employee recruitment and selection, personnel ordinance and policy administration, position classification and compensation, organizational development, employee training and development, benefits administration, risk management, workers compensation, liability and casualty claims management, human resources information systems, labor and employee relations and collective bargaining.

The Human Resources Manager is responsible for the development, administration and maintenance of a division of operations within the Department of Human Resources, including developing goals and objectives, and designing the delivery of services within human resource systems and adopted policies. Incumbents are accountable for the performance and results of their assigned division of operations, and evaluate the effectiveness of services provided to County departments. Decisions are typically guided by employment laws and regulations, policies, procedures, and HR department plan.

The Human Resources Manager differs from the Human Resources Manager, Senior which focuses on research and design of overall strategy, direction, compliance, and philosophy for their assigned division of operations. At the Senior level, the outcomes and influence that this work and recommendations have on the County operations are visible and impactful to the County's workforce and bargaining units. It also differs from Human Resources Program Coordinator which plans, implements and evaluates a HR program with county-wide visibility and impact and does not supervise professional staff nor provide management services over a HR division of operations.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Oversees, plans, assigns, schedules, and directs the activities of assigned division of operations in accordance with HR department's business plans; develops and implements

policies, priorities, business practices, and the utilization of resources in order to accomplish goals and objectives mandated by law, county policy, and the priorities determined by HR Director; conducts monitoring, auditing, and reporting of services to ensure compliance with employment laws and regulations, and County policies; evaluates the quality and effectiveness of operations; analyzes trends and gaps, and prepares findings and recommendations to address deficiencies; redistributes available resources to meet changing needs; coordinates activities with other HR divisions, county departments, and outside agencies to ensure compliance with established policies, objectives, priorities and applicable laws, rules and regulations.

2. Develops, recommends, implements and monitors policies, procedures and guidelines related to assigned HR functions impacting the County, HR Department, or division of operations for conformance with HR department and legal standards; reviews, interprets and clarifies relevant statutes, regulations, collective bargaining agreements and department policies; analyzes legislation and regulations to determine effect on HR programs and services; interprets labor contracts to represented employees and department manager; may provide staff support/subject matter expertise regarding assigned division of operations in labor contract negotiations and arbitration.
3. Develops and manages annual and supplemental budgets, and accounting records for division of operations; analyzes staffing and operational services, and requests department director's approval of adjustments to improve service delivery; presents budget proposals to department director; presents division budget and justifications to County Administrator, Board of County Commissioners, and County's Budget Committee; monitors revenues and expenditures for division of operations; may have responsibility for managing budget of self-insured funding sources.
4. Hires and supervises professional and administrative support staff to provide quality service to citizens and County staff; prepares and conducts performance evaluations; responds to and resolves disputes, grievances and safety concerns; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
5. Provides direction to staff on complex technical or procedural issues; plans and participates in complex activities within division of operations; provides leadership in facilitation, consensus building and collaboration on a broad range of issues with a variety of stakeholders, including employees, peers, executive management and elected officials.
6. Represents HR department and County by participating in internal or external committees and task forces; provides expert human resources consultation to County executives, managers, and elected officials; provides or oversees staff support to citizen boards.
7. Serves on department's management team as a principal advisor of the assigned human resources division of operations; provides input and influence regarding department's strategic planning, review and budgeting activities.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of human resources and personnel administration; principles, practices and procedures related to human resources functional area, including recruitment, selection, classification, compensation, employee development, employee

and labor relations and organizational and workforce development; principles and practices of public administration; participative management theories; operations, services, and activities of human resource information systems; methods of data generation, data collection, and database management; methods and techniques of statistical research and analysis; applicable Federal, State and local human resource and EEO laws and case law, rules, regulations, codes and ordinances related to functional area; principles and practices of public administration, including organization design, budget administration and personnel management; County government organization and operations; principles and techniques of supervision.

Skill to: Collect, compile and analyze complex information; analyze and resolve problems; prepare clear and concise reports; communicate effectively, both orally and in writing; prepare and deliver oral presentations before groups of people; investigate, interview and mediate complaints and concerns; effectively recommend compromises and settlements; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate collaborative team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain cooperative working relationships with employees, applicants, union officials and the public; facilitate group process; interpret, explain and apply laws, regulations and policies; integrate data from diverse sources and development and implement innovative and comprehensive solutions; operate computer software and other office equipment.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Driving may be required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

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