

CLASS SPECIFICATION FOR
Human Resources Manager

GENERAL STATEMENT OF DUTIES: Performs complex and responsible professional personnel work in one or more functional and/or specialized areas of the County's centralized human resource program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class provides major assistance in the administration of or serves as division head over one or more functional/specialized areas of Human Resources, such as classification and pay, recruitment and testing, employee relations, employee training and development, management information/automation services or employee health services. The incumbent demonstrates comprehensive knowledge of the mission, responsibilities, policies and directives of the division to which assigned and manages/coordinates the day-to-day operations of the functional area or division. May supervise administrative support staff, Technicians, Analysts or Senior Analysts. Receives general supervision and policy direction/guidance from the Assistant Director of Human Resources or a division head.

EXAMPLES OF WORK (illustrative only):

- Oversees or assists in the planning, implementation, monitoring, interpretation and evaluation of a centralized County-wide personnel program such as recruitment and testing, training and development, employee relations, employee/applicant records and tracking, and classification and compensation;
- Researches and analyzes information and makes recommendations regarding plans of action, policy development and programming for the division to which assigned;
- Establishes, implements and interprets policies, procedures, and programs;
- Monitors and evaluates the effectiveness of human resource procedures, policies and programs and recommends and implements changes as needed;
- May interview, select, train and evaluate staff for division or functional area;
- May supervise administrative support and/or professional staff;
- Trains or serves as consultant to other County agencies/departments in the implementation and interpretation of personnel policies, procedures, rules and regulations and programs;
- Provides information for or gives presentations to other agencies, other jurisdictions or companies, community groups or individuals as requested;
- Drafts and/or revises policies and procedures, test instruments, class specifications, rules and regulations, informational brochures and other media;
- Attends meetings and hearings as a technical and/or management advisor or participant;
- Maintains statistical and narrative records of division/unit activities and prepares regular and special reports;
- Holds responsibility for or assists in the development and monitoring of the division's budget;
- Coordinates or participates in special projects as assigned;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the accepted principles, practices and methods of human resource administration as relate to the area of assignment; good writing skills; good public speaking and oral presentation skills; ability to work independently; ability to establish and maintain effective working relationships with agency heads, other employees, representatives of other jurisdictions and companies, job applicants and the general public; ability to supervise effectively; good research and analytical skills; some knowledge of basic statistical principles; ability to compile data and to make accurate and complete reports; some knowledge of or familiarity with personal computers and/or automated systems.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree, preferably in personnel administration, human resources, public administration or a field directly related to the area of assignment and four (4) years of related work experience, preferably including some supervisory experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.