

**City of Saratoga**  
**Human Resources Manager, Confidential Unrepresented**  
**Exempt**

**Summary**

Plan, manage, and direct the city's human resources services and functions. These functions include recruitment, examination and selection, classification and compensation, employer compliance, employment data and records, employee relations, labor relations, grievance administration and oversight, labor negotiations, benefits administration, workers' compensation, workplace safety and wellness programs, and management of the City's "Volunteer Saratoga!" program.

Develops and administers the City's personnel rules and policies, ensures compliance with all applicable state and federal laws and regulations, ensures compliance with Municipal Code provisions applicable to employment issues, and provides professional and strategic assistance and guidance to the organization.

**Class Characteristics**

The Human Resources Manager is responsible for direct and indirect supervision of lower level professional, technical, and clerical personnel who handle some aspect of employment issues.

The incumbent reports directly to the City Manager for employee relations, employee performance and discipline, labor negotiations, labor relations, administration of collective bargaining agreements, and the administration of the City's personnel rules and policies adopted by the City Council.

As of 2011, the Human Resources Division was reassigned in the budget to the Finance and Administrative Services Department. The incumbent reports to the Finance and Administrative Director for the division's general day to day administration such as payroll and benefits administration.

**ESSENTIAL DUTIES**

The duties described below are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities, and the duties of the jobholder might differ from those outlined in the job description.

- Formulate, recommend, interpret, and implement rules, policies, and procedures.
- Identify legal requirements and government regulations affecting human resource functions, and ensure policies, procedures, and reporting are in compliance.
- Direct the administration of the recruitment, examination, and selection of personnel.
- Maintain and administer the classification and compensation program.
- Direct the administration of the City's benefits programs including the California Public Employees' Retirement System (CalPERS) program, workers' compensation, wellness, unemployment insurance, health, dental, vision, and other benefit programs.
- Direct the administration of the City's "Volunteer Saratoga!" program.

## **ESSENTIAL DUTIES CONTINUED**

- Serve as the City's contract manager and negotiator with the City's insurance broker and third party administrators for employee benefit plans.
- Develop and maintain successful relationships with other jurisdictions and levels of government to ensure familiarity with current personnel practices and methodologies.
- Conduct labor negotiations and implement Memorandums of Understanding and Compensation Plans.
- Serve as custodian of records with the department of justice and manage the City's Employee Pull Notice (EPN) program.
- Serve as a resource for the City's Safety and Injury and Illness Prevention Programs and manage the City's Wellness Program.
- Provide technical expertise and assistance to employees, supervisors, and managers on employee performance, discipline, supervision, and grievances.
- Examine internal and external complaints, investigate if needed, and recommend appropriate action.
- Advise, confer, and counsel employees, supervisors, and managers in the handling of interpersonal relationships, conflict resolution, and consensus building.
- Assist in the mediation and resolution of workplace conflicts and concerns.
- Provide employee training and development programs as identified.
- Supervise the processing of personnel transactions and the maintenance of appropriate employment data and records.
- Manage the employee performance evaluation system.
- Prepare the division's annual budget and performance measures.
- Represent the City's Human Resources Division with community groups and other governmental agencies.
- Perform other related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### Skills/Abilities:

- Plan, manage, and direct the City's human resources projects and programs.
- Develop, implement, and monitor the Human Resources Division goals, objectives, policies and programs in accordance with City policies, goals and objectives.
- Interpret and apply a variety of human resources rules, laws, and policies.
- Develop and make recommendations to the City Manager regarding the creation, revision, or abolishment of personnel rules, policies, and procedures.
- Listen, understand, and assist others to resolve organizational and interpersonal problems.
- Exercise sound, thoughtful, excellent, and focused judgment.
- Resolve and/or mediate conflict or concerns. Facilitate communication between all parties and keep in balance the best interest of the City.
- Manage effectively under pressure and with competing demands.
- Define problems, collect data, establish facts, focus on relevant information, and draw valid conclusions.
- Continuously improve upon work procedures, practices, and methods.

## **KNOWLEDGE, SKILLS AND ABILITIES CONTINUED**

### Skills/Abilities:

- Organize, prioritize, and direct a number of complex work projects.
- Communicate effectively both verbally and in writing.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, focus discussion of possible solutions, and implement recommendations in support of goals.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Display honesty and credibility in all interactions, gain trust, act in a trustworthy manner, and maintain honesty and credibility in your interactions with others.
- Display calm while interacting with others and demonstrate ability to respond peacefully in challenging situations.
- Work well under pressure and in a focused manner to meet deadlines and achieve objectives.

### Knowledge of:

- Principles and practices of organization, administration, budget and personnel management.
- Principles, practices, methods and procedures of Human Resource management including: recruitment, selection, employment services, classifications, compensation, benefits, employee relations, labor relations, labor negotiations and other applicable human resource areas as assigned.
- Federal, state, local laws, regulations affecting human resource administration and management, bargaining, and labor relations.
- City of Saratoga municipal codes, policies, procedures, practices, and memoranda of understanding with bargaining units.
- Procedures and issues involved in administering benefit programs and laws including workers' compensation, the California Public Employee Retirement System, COBRA, Affordable Care Act, and other benefit programs.
- Individual and organizational behavior, motivation, and theories of current management practices.
- Principles and practices of leadership, effective communication, and effective organizations.

## **EDUCATION, TRAINING AND EXPERIENCE**

### Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:*

### Education:

A Bachelor's degree in public or business administration, human resources, labor or industrial relations, or a related field. A Master's degree is highly desirable.

Experience: Ten or more years of progressively responsible experience in human resources administration including labor negotiations, and at least five years experience in a supervisory/management capacity with experience supervising staff and delegating.

Other Requirements: Possession of a valid California Class C driver's license.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

While performing the duties of this job, the employee is regularly required to sit; use the computer keyboard and mouse or other technology to accomplish these functions; use hands to finger, handle, or feel; reach with hands and arms; talk or hear or otherwise communicate; taste or smell; stand, walk, bend, stoop, and crouch; and carry or move items. Occasionally lift, push, pull, carry and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus or use of technology to accomplish these functions. The noise level in the work environment is usually moderate.

### **Environmental Requirements**

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

The Human Resources Manager is assigned the position of Emergency Volunteer Coordinator (EVC)