

County of El Dorado

Job Class Title
HUMAN RESOURCES MANAGER
Specification History
2011

Created: December

Job Classification Number (JCN)

0252

Definition/Distinguishing Characteristics

DEFINITION

Under minimal direction, plans, organizes and coordinates the County human resources program, including recruitment and selection, classification and compensation, personnel management, employee development, labor relations, and affirmative action; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This single position class has significant responsibility for developing and carrying out the human resources programs and activities related to the broad function of personnel, including providing day-to-day direction for recruitment and selection, job analysis and classification, compensation administration, and employee records maintenance activities. The incumbent works with considerable discretion in development and implementation of policies and procedures, ensuring compliance with appropriate laws and regulatory standards, and in advising executive management in all aspects of human resources.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and implements goals, objectives, policies, procedures and work standards for employee relations and personnel programs.
- Investigates grievances, and as County representative, prepares formal response preparatory to arbitration; may represent the County in arbitration.
- Confers with and advises management and employee organizations regarding employee relations, discipline, policies or procedures; advises County officials on interpretation of personnel rules, practices and memoranda of understanding.
- Plans, organizes, administers, reviews and evaluates the activities of professional, technical support and office staff as assigned; selects assigned staff.
- Directs and conducts analytical studies; develops and reviews reports of findings, alternatives and recommendations.
- Represents the County in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public.

- Monitors developments and legislation related to personnel matters, evaluates their impact upon County operations and recommends and implements policy and procedural improvements.

Page Two

QUALIFICATIONS

Knowledge of:

- Principles, practices and techniques of public personnel administration.
- Laws, principles and practices governing labor relations in a public agency setting, including effective negotiation techniques.
- Administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision.
- Applicable federal, state and local laws and regulations governing personnel and labor relations functions.
- Basic budgetary principles and practices.
- Principles and techniques for investigating, analyzing and resolving conflicts in the employer/employee relationship.

Skill in:

- Planning, organizing, administering, reviewing and evaluating a broad, centralized personnel services program.
- Resolving conflicts among employee organizations, employees and County department management and personnel.
- Analyzing complex problems, evaluating alternatives and making sound recommendations.
- Developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls.
- Selecting, training, directing and reviewing the work of assigned staff.
- Exercising sound independent judgment within general policy guidelines and legal constraints.
- Representing the County effectively in meetings with others.
- Preparing clear, concise and competent reports, correspondence and other written materials.
- Establishing and maintaining credible and effective working relationships with those contacted in the course of the work.
- Making formal presentations before elected bodies.

Other Requirements:

Must possess a valid driver's license.

Educations and Experience:

Equivalent to graduation from a four year college or university with major course work in business or public administration, employee relations, industrial psychology or a related field and four years of increasingly responsible experience in various areas of the human resources functions in a personnel, human resources, or labor relations setting. Additional experience as

outlined above, may substitute for the required education on a year for year basis to a maximum of two years. Possession of an appropriate advanced degree is desirable and may substitute for one year of experience. Supervisory experience in a public agency setting is desirable. SPHR or PHR certification is preferred.