

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: HUMAN RESOURCES MANAGER

DEPARTMENT: HUMAN RESOURCES

BASIC FUNCTION:

Under general direction, to administer and coordinate programs, activities, and functions relating to human resource management areas of employment services, recruitment/selection, classification, compensation, employer/ employee relations, workers' compensation and employee benefits; to perform other related responsibilities as assigned.

KEY RESPONSIBILITIES:

Administer the following program areas, including but not limited to: Recruitment/Selection, Compensation and Benefits, Employer/Employee Relations, Classifications, Human Resource Information Systems (HRIS), Equal Opportunity/Affirmative Action, and Workers' Compensation.

Manage the day-to-day operation of the human resources functions, including supervising staff supporting the assigned areas; set goals and objectives; select, train, motivate staff; assess performance and make salary recommendations.

Develop and implement department goals and objectives; responsible for the implementation and maintenance of assigned program area procedures, and evaluates the program effectiveness, including researching, analyzing and recommending policy or program changes.

Review, analyze, and develop recommendations regarding the impact of state, federal and local legislation on assigned areas.

Represent the city in contract negotiations with representative employee groups; administer and coordinate the provisions of these agreements.

Act as the city's representative in liaison to federal/state regulatory agencies as it relates to compliance and legal issues.

Assist in preparing and administering department budget; evaluate and recommend approval to meet staffing needs, and equipment, material and supplies requirements; analyze, approve and report on any variances.

Develop programs, materials and presentations aimed at communicating Human Resources programs, including presentations to employee groups, executive management, Council and the public.

Administer various contracts and agreements to ensure compliance and implementation of terms.

Provide professional staff support to departments, including interpretations of laws, contracts, rules, regulations and policies related to human resource programs.

Supervise or conduct fact-finding investigations, prepare report of findings, make recommendations, advise and assist departments in resulting personnel actions.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

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, labor and employee relations and other applicable human resource areas as assigned.
- Federal, state, local laws, regulations affecting human resource administration and management.
- City of Carlsbad municipal codes, policies, procedures, practices, and memoranda of understanding with bargaining units.
- Research methods and techniques and methods of report presentation.

Ability to:

- Develop and manage human resource programs, activities and functions.
- Interpret and make recommendations and decisions in accordance with laws, regulations, policies and procedures impacting human resource administration.
- Research, analyze and prepare comprehensive reports and make recommendations.
- Direct, evaluate and supervise the work of assigned staff.
- Develop and maintain effective working relationships.
- Communicate effectively in written and oral form.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work well under pressure to meet deadlines.

EDUCATION AND EXPERIENCE:

Any combination of equivalent education and experience that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required would be:

Equivalent to a bachelor's degree from an accredited college or university with major work in public and/or business administration, human resource management or a closely related field, and three years of progressively responsible experience in human resource management with a specialty in one or more of the following areas: recruitment, selection, employment services, compensation, classification, benefits, labor and employee relations.

A master's degree in public or business administration is highly desirable.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employee may be required to travel to city work sites or other sites for meetings.

This is an at-will management classification.

DATE APPROVED: June 29, 1999