



## City of Laguna Niguel Job Description

**HUMAN RESOURCES MANAGER**  
Executive and Management Group  
FLSA: Exempt

### **DEFINITION**

To direct, manage, supervise, administer and coordinate human resources activities and operations for the City including recruitment, selection, benefits administration, classification and compensation, worker's compensation, training, employee relations, employee safety, risk management and labor negotiations; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative and management support to the City Manager and Assistant City Manager.

### **EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES**

*Important responsibilities and duties may include, but are not limited to, the following:*

- ◆ Plan, coordinate administer and supervise programs and services for assigned human resources services and activities including recruitment, selection, benefits administration, and classification and compensation, worker's compensation, training, employee relations, employee safety, and labor negotiations.
- ◆ Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
- ◆ Negotiate labor agreements with associations and resolves sensitive and controversial issues in the course of managing the responsibility for all human resources services and activities.
- ◆ Monitor and evaluate the efficiency and effectiveness of service delivery policies, practices, methods and procedures; make recommendations for improvement.
- ◆ Plan, direct, coordinate and review the work plan for staff, assigns work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- ◆ Coordinate the recruitment and selection process; screen applicants and list job candidate qualifications; recommend eligible candidates for examination or interview; coordinate the oral board and participates in the interview process.
- ◆ Coordinate city-wide training and assess training needs for all departments.
- ◆ Conduct employee orientation; review City policies, procedures and employee benefits; conduct exit interviews.
- ◆ Administer and maintain the City's classification and compensation plan; conduct job analysis studies, salary, and benefit surveys; receives appeals and recommends appropriate solutions.
- ◆ Administer workers' compensation program; review and process paperwork; coordinate and collaborate with workers' compensation carrier; prepare appropriate reports.
- ◆ Select, train, motivate and evaluate staff; provide and/or coordinate staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

- ◆ Participate in the development and administration of the annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implement adjustments.
- ◆ Serve as the liaison for personnel services with other divisions, departments and outside agencies; assist with disciplinary issues, advise department heads, Assistant City Manager and City Manager on handling employee issues; negotiate and resolve sensitive and controversial issues.
- ◆ Prepare and present staff reports to City Council; prepare necessary correspondence.
- ◆ Coordinate with City Attorney as needed as to legal issues and risk management.
- ◆ Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to personnel administration programs, policies and procedures as appropriate.
- ◆ Facilitate labor negotiations duties and nurture a continuous positive working relationship with employee representation units.
- ◆ Coordinate the City's risk management activities in consultation with the City Attorney and City management staff.
- ◆ Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- ◆ Operational characteristics, services/activities of a personnel administration program, as well as risk management skills.
- ◆ Principles and practices of human resources management.
- ◆ Principles and practices of program development and administration.
- ◆ Methods and techniques of classification and compensation analysis.
- ◆ Methods and techniques of conducting employee interviews.
- ◆ Principles and practices of recruitment and selection.
- ◆ Principles of supervision, training and performance evaluation.
- ◆ Pertinent Federal, State and local laws, codes and regulations.

### **Ability to:**

- ◆ Oversee and participate in the management of a comprehensive personnel administration and risk management program.
- ◆ Administer and maintain the City's classification and compensation plan.
- ◆ Respond to a variety of questions and inquiries from employees.
- ◆ Oversee, direct and coordinate the work of lower level staff.
- ◆ Select, supervise, train and evaluate staff.
- ◆ Coordinate and administer employee benefits.
- ◆ Participate in the development and administration of division goals, objectives and procedures.
- ◆ Prepare and administer departmental budget.
- ◆ Prepare clear and concise administrative and financial reports.
- ◆ Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- ◆ Research, analyze and evaluate new service delivery methods and techniques.
- ◆ Interpret and apply Federal, State and local policies, laws and regulations.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain effective working relationships with those contacted in the course of work.

**EXPERIENCE AND TRAINING:**

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

**Experience:**

Minimum of four years of experience in human resources management including one year of administrative and supervisory responsibility preferably in the public sector.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Public Administration, Organizational Development, Business Administration, Personnel/Human Resources Administration or a related field. A Master's degree is highly desirable.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally required to sit, talk and hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel and crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet to moderate.