

**City of
EDMONDS
Washington**

HUMAN RESOURCES MANAGER

Department:	Human Resources	Pay Grade:	NR-15
Bargaining Unit:	Non-Represented	FLSA Status:	Exempt
Revised Date:	November 2012	Reports To:	Mayor and/or assigned Reporting Director

POSITION PURPOSE: Under administrative direction, coordinates, manages and administers the development and oversight of assigned human resources (HR) functions and programs for the City, including: recruitment, evaluation, compensation, classification, training and development, labor relations, risk management and safety, maintenance of personnel records, policy development and supervision of human resource functions.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, organizes, and manages the Human Resources functions and programs of the City including: recruitment/selection, compensation/classification, benefits administration, training/development, labor relations, safety, personnel records, policy development, worker’s compensation, general management assistance and supervision of the Human Resources office.
- Administers and coordinates leave programs in compliance with City and/or state & federally authorized leave programs such as: Family & Medical Leave Act (FMLA), the Washington Family Leave Act, Military Leave, Domestic Violence Leave, shared leave, etc.; oversees employee orientations, retirement paperwork processing, long term disability paperwork processing and exit interviews.
- Coordinates the approval and review by the Mayor of all department employee status change reports received from the departments regarding payroll and benefits through appropriate paperwork (Personnel Status Report forms).
- Provides internal consulting assistance to the City’s management and supervisory staff in a variety of areas including: staffing and organization, employee development, training, disciplinary problems and other special employment needs.
- Supervises, coaches, trains and motivates staff and coordinates and/or provides staff training.
- Directs the department employment and hiring process and employee relations.
- Manages the workflow and prioritization of projects and measures the performance of the department and all related staff and takes appropriate corrective action when necessary.
- Provides constructive feedback, reviews and evaluates work and makes effective suggestions and recommendations.
- Develops and prepares the annual preliminary budget for Human Resources; analyzes and reviews budgetary and financial data and control and authorize expenditures in accordance with established limitations.

JOB DESCRIPTION

Human Resources Manager

- Plans, organizes and coordinates the City's recruitment and selection processes to assure compliance with legal requirements, human resources needs and budgetary authority; provides staff assistance and guidance to the hiring authority in the selection of new employees and promotions.
- Oversees the Civil Service process; serves as staff liaison and Secretary & Chief Examiner to the Civil Service Commission.
- Oversees and coordinates the City's worker's compensation program including appropriate processing of sick leave buy backs and coordinating light duty (Stay at Work) and early return to work programs.
- Attends, conducts and participates in a variety of committee meetings, performing special projects involving research and report writing as needed.
- Serves as primary staff liaison to the Disability Board and oversees the staff work on the Disability Board; serves as staff appointed representative as needed to the City MEBT Committee and the City-wide Safety Committee.
- Develops and implements alternative strategies for Human Resources management including: performance management and auditing, competency assessment and development, resource development, employee relations and others as appropriate.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees; recommends transfers, reassignments, terminations and disciplinary actions as appropriate and plans, coordinates and arranges for appropriate training of subordinates.
- Assists the Mayor and/or assigned department Director with planning activities including organizational planning and development, and strategic planning for the department.
- Organizes, coordinates and manages the development of the City's classification and compensation programs and systems including maintaining job descriptions, position control, salary and benefit administration and policy development and compliance (working with consultants when assigned to this scope of work).
- Conducts research on salary and benefit issues with outside agencies, analyzes related cost areas and recommends changes to compensation and benefit programs as appropriate.
- Prepares and conducts labor negotiations as directed by the Mayor and/or assigned department Director with a variety of organized bargaining units, including: public safety, public works and office technical employees; administers the labor agreement during the terms of the contract, and assists the management staff with grievances and related employee concerns.
- Plans, organizes and coordinates employee development and training programs including: performance evaluations, educational assistance and in-service training; coordinates a variety of employee recognition programs; assists and provides consultation to employees with confidential matters requiring internal or external resources and provides general conflict resolution assistance in employee related disputes.
- Develops and recommends new or modified policies to address human resource needs within the City, manages and interprets the application of established personnel policies and develops employee communications to disseminate policy information.
- Develops and prepares the annual preliminary budget for the Human Resources department for review by the Mayor and/or department Director; analyzes and review budgetary and financial data; monitors and authorizes expenditures in accordance with established limitations; reviews and approves reports, purchases, and payments according to established policies and practices and makes recommendations and forecasts for future funds needed for staffing, equipment, materials and supplies
- Manages the preparation and maintenance of a variety of narratives and statistical reports, records and files related to assigned activities and personnel; prepares information and materials for presentations on human resource issues to the City Council and prepares a variety of annual reports for the State and Federal government.
- Communicates with other administrators, personnel, City Officials and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Operates a computer and other office equipment as assigned.
- Oversees records retention and records management for the department under Washington State Record retention rules including responding to and disseminating information appropriately for public records requests.

JOB DESCRIPTION

Human Resources Manager

- Responsible for determining needs for and maintenance of information for the City's Human Resources website.

Required Knowledge of:

- Employment and labor related city Ordinances, state & federal legislation such as: FMLA, ADA, OSHA and FLSA.
- Governmental HRIS or information systems program (Eden) for HR reporting.
- Operations, services and activities of comprehensive Human Resources program.
- Principles and practices of human resources administration and program development, including those specific to the public sector.
- Basic payroll processing.
- Principles and methods of job analysis/evaluation and salary administration.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Employee relations, labor and contract negotiation and administering bargaining agreements.
- Federal, state and local laws, rules and regulations related to assigned activities and programs including employment law and hiring practices.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Program/project management techniques and principles.
- Investigatory principles and practices.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, best management practices, methods and techniques.

Required Skill in:

- Planning, organizing and managing a variety of assigned programs, projects and activities related to the diverse activities of the Human Resources Department.
- Managing assigned human resource programs in a public-sector setting.
- Interpreting and applying federal, state and local policies, laws and regulations including employment law.
- Keeping updated on legislation changes and state and federal laws related to and affecting human resources policies and best practices.
- Providing consultation, guidance and assistance regarding human resources and risk management policies and procedures, rules and regulations to administration, elected officials, department heads and supervisors, employees and the general public.
- Analyzing complex problems, conducting comprehensive research, identifying alternative solutions, projecting consequences of proposed actions and making recommendations for resolution and implementation.
- Risk management and minimizing risk exposure.
- Responding to inquiries or complaints from customers, regulatory agencies, or members of the general public.
- Assisting with and/or negotiating and administering contracts and agreements.
- MS Office Suite including: MS Excel, Access, Word, PowerPoint, Outlook, Publisher, Sharepoint, etc.

JOB DESCRIPTION

Human Resources Manager

- Algebra for mathematical computations regarding compensation and benefits information.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Applying program/project management techniques and principles.
- Preparing comprehensive narrative and statistical reports.
- Developing and monitoring departmental and program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Supervising, leading, and delegating tasks and workload assignments.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Human Resources, Public Administration, Employment Law, Business Administration or related field and four to six years of increasingly responsible human resource experience that includes direct responsibility for managing or supervising operations, programs and/or services in one or more human resource functional areas. Supervisory experience preferred; three years of staff supervisory, management and budgetary responsibility for a department or major division/functional area within a department; preferably in a public sector environment; OR an equivalent combination of education, training and experience to demonstrate the ability to perform the duties of the position.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

Senior Professional in Human Resources (SPHR) preferred.

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.

Physical Abilities

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard and other office equipment.
- Reading and understanding a variety of materials.
- Sitting or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, reaching above shoulder or horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting and/or carrying or otherwise moving or transporting up to 30 lbs. (occasionally).

JOB DESCRIPTION
Human Resources Manager

Hazards:

- Contact with angry, dissatisfied and/or distressed employees and/or customers.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____

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Human Resources Manager