City of Watsonville

Job Description

**JOB TITLE:** Human Resources Manager  
**DATE APPROVED:** December 2011

**DEPARTMENT:** City Administration\Human Resources  
**SUPERSEDES:** Personnel Director, 9/89

**REPORTS TO:** City Manager

**SUPERVISION:** Supervisory

**EMPLOYEE UNIT:** Management

**FLSA:** Exempt

**JOB SUMMARY:**
To plan, organize, supervise, and manage the human resources programs, policies and activities of the city; to advise and assist managers in the resolution of departmental personnel issues; and to perform complex research and analysis as a staff assistant to the City Manager. Employees in this classification receive administrative direction within a framework of general guidelines. Employees in this job class direct, supervise and formally evaluate the work of others. This job class functions at a division level of classification, and requires a comprehensive knowledge of human resources principles, practices, laws, and regulations.

**EXAMPLES OF ESSENTIAL DUTIES:** Duties may include, but are not limited to, any combination of the following:

- Establishes goals, objectives, policies, procedures, and priorities related to the Human Resources activities of the City
- Analyzes and develops recommendations on a wide range of personnel related issues
- Serves as a resource to City supervisors, managers, department heads, and City Manager
- Monitors and analyzes laws and pending legislation pertaining to personnel management and employee relations which impact City operations
- Prepares and/or assists in the preparation, analysis, and administration of the department budget
- Represents the department to outside agencies and organizations
- Selects and supervises professional, technical and clerical staff of the division
- Oversees and assists in the administration of the City’s Personnel Rules and Regulations
- Plans, organizes, supervises, and participates in functions of the City’s human resource programs including recruitment and selection, classification and pay, benefit administration, labor relations, and training
- Drafts, recommends, and implements administrative policies and procedures related to personnel
- Interprets and applies personnel policies and regulations, bargaining unit memoranda of understanding, and related guiding documents
- Advises and assists managers on personnel and labor relations matters such as hiring, performance problems, appraisals and documentation, disciplinary actions, and grievances
- Performs and/or directs special projects as assigned by the City Manager to include research and analysis
- Supervises and participates in recruitment and selection activities
- May represent the City in formal negotiations with representatives of bargaining units
- Guides activities of the Personnel Commission and prepares and presents Commission recommendations to the City Council
- Reviews and approves documents related to employment status and other personnel matters
actions including eligibility lists, hiring, performance appraisal, wage and salary actions, and separation

• Supervises and participates in classification and pay studies and approves recommendations
• Supervises the preparation and maintenance of records including personnel files, required statistical reporting, and related documents
• Investigates allegations of sexual harassment, employment discrimination, policy violations, or other prohibited practices
• Serves on various committees and attends meetings to represent the City and assist in administering interdepartmental programs such as Workers’ Compensation
• Arranges and coordinates staff/management development training for the City
• Prepares and presents reports, recommendations, correspondence, and related communications
• Conducts research and analytical studies on a variety of topics related to personnel administration or to assist the City Manager
• Develops, recommends, and monitors the annual department budget
• Develops specifications, evaluates proposals, recommends consultant selection, and monitors and administers contracts for contract and consultant services
• Assigns, reviews, and appraises the work of department staff; interviews, selects and trains staff, and documents and carries out discipline
• Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

• principles and practices of public personnel administration including recruitment, selection, classification and pay, labor relations, benefits, and training
• laws, codes and regulations governing public personnel administration
• principles, rights, and techniques of public sector collective bargaining
• basic principles and techniques of supervision, including the organization, assignment and review of work, and the motivation and appraisal of employees
• recordkeeping and reporting requirements related to public personnel administration
• research methods and techniques
• mathematics and basic statistics related to data analysis and setting exam pass points
• basic principles of budgeting and financial recordkeeping

Ability to:

• plan, organize, supervise, review and appraise the work of others, and provide for their training and development
• develop, recommend, implement, interpret and apply policies, regulations, and provisions of memoranda of understanding
• supervise and participate in a full scope of professional personnel staff work including recruitment and selection, classification and pay, benefit administration, and training
• prepare and present effective reports, recommendations, and correspondence
• represent the City to employees, managers, bargaining unit representatives, elected officials, vendors, and the public in general sessions and formal negotiations
• conduct complex analytical studies, evaluate alternatives, and develop and implement sound recommendations related to personnel and city administration
• effectively and tactfully communicate in both oral and written forms
• establish and maintain effective work relationships with those contacted in the performance of required duties
• prepare clear, concise and accurate reports and correspondence
use a copy machine, calculator, telephone and write or use a keyboard
operate a personal computer and utilize relevant software and programs necessary to perform the requirements of the job
drive an automobile
establish and maintain effective work relationships with those contacted in the performance of required duties.

PHYSICAL REQUIREMENTS: Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

• sit at a desk and in meetings for long periods of time
• intermittently twist to reach equipment surrounding desk, and perform simple grasping and fine manipulation
• see adequately to read text, correspondence and fine print
• work indoors using near vision for prolonged periods
• occasionally lift and/or move up to 25 pounds
• occasionally bend, stoop, reach, twist, and kneel

TRAINING AND EXPERIENCE
Any combination of training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

Education/Experience:

Education: Equivalent to Bachelor’s Degree from an accredited four-year college or university with major work in public administration, business administration or a closely related field. Master’s Degree is preferred.

Experience: Five years of progressively responsible professional governmental experience, including at least two years in a management or supervisory capacity in the area of human resources/personnel.

Licenses/Certificates:

• Possession at the time of hire and continued maintenance of a valid California Driver’s license and safe driving record.