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## HUMAN RESOURCES OFFICER

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### **DEFINITION**

Under general direction, conducts special studies and analyses of various Human Resources related operations; writes comprehensive and analytical reports and assists Department Directors and/or Division Managers with a variety of special projects.

### **SUPERVISION EXERCISED**

Train, supervise and evaluate subordinate staff.

### **EXAMPLES OF DUTIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.*

Develop various policies, procedures, forms, programs and practices to improve Human Resources operations and efficiencies.

Provide highly responsible and complex professional support to the Human Resources Manager.

Assist the Human Resources Manager during the meet and confer process; develop proposals, cost analysis, and contract language regarding modifications to Memoranda of Understanding, Personnel Rules and Regulations, and related policies.

Research a variety of information sources, compile statistical and financial data for reports, and assist with classification and compensation studies.

Assist with budget preparation, analysis, and monitoring.

Conduct classification audits and make appropriate recommendations on reclassifications and revise/develop job descriptions as needed.

Assist with monitoring and coordinating of workers' compensation activities.

Oversee benefits administration, including annual open enrollment.

Manage Department of Transportation drug and alcohol testing program.

Track and oversee the City's employee performance evaluation program, including the coordination of the City's performance measurement activities.

Oversee employee engagement activities.

Oversee the development, implementation, and evaluation of a comprehensive City-wide training and development program; design, develop and execute a variety of supervisory and technical employee training.

Complete and submit annual reporting for Human Resources.

Collaborate with supervisors and managers to assess training, development, and other organization improvement needs.

Complete special projects as assigned.

Develop and implement new policies and programs in the areas of leadership development, succession planning, coaching, and team building.

Oversee development of the City's administrative policies and coordinate revisions as needed.

Assist with daily operations of the Human Resources Division, including but not limited to recruitment and selection, benefits administration, and employee relations.

Train, supervise, evaluate and motivate subordinate personnel.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Principles of public administration, budget preparation and analysis, human resources, management, organizational development, systems and procedures.

Theory, principles and practices applicable to organizational improvement analysis and improvement interventions.

Standard safety practices required by OSHA/CalOSHA.

Federal, state and local laws, ordinances, policies and procedures.

Ability and Skill to:



Maintain relevant knowledge of best practices in organizational development, talent development, and training within various aspects of City government.

Collect and analyze data, present findings objectively, clearly and concisely and prepare reports with conclusions and recommendations.

Train, supervise, evaluate and motivate subordinate personnel.

Communicate clearly both orally and in writing.

Establish and maintain effective working relationships with staff, City Manager and the public.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

*Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:*

BA/BS in public administration, business administration or related field and four (4) years' of progressive, analytical experience in human resources. Master's degree and Bi-lingual skills desirable.

### **LICENSE OR CERTIFICATE**

Valid California Class C Driver's License and a good driving record.

### **ESSENTIAL JOB FUNCTIONS/A.D.A**

Ability to operate computer, calculator, telephone, portable radio, and copying machine

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records



Ability to get from one location to another in the course of doing business

