



## JOB DESCRIPTION

<b>TITLE:</b> Human Resources Manager	<b>JOB CODE:</b> 1215
<b>DEPARTMENT:</b> Administrative Services	<b>FLSA STATUS:</b> Exempt
<b>REPORTS To:</b> Administrative Services Director	<b>UNION STATUS:</b> Unrepresented
<b>SUPERVISES:</b> Senior Human Resources Technician, Human Resources Technician	<b>EFFECTIVE DATE:</b> 06/22/2010
<b>SALARY:</b> T83	<b>REVISED DATE:</b> 3/10/2020

### **JOB PURPOSE/SUMMARY**

The Human Resources Manager is responsible for developing, implementing, evaluating and administering the City's personnel policies, programs, services and systems. The position is also responsible for ensuring organizational development principles are applied to employee practices and administration of the City's Risk Management program. The Director serves as a resource to the City Manager, City Council, other governmental agencies and the general public.

### **ABOUT THE CITY OF BANNING**

The City of Banning is located in the San Gorgonio Pass area of Southern California. The community of over 30,000 people is diverse with income levels slightly lower than other areas of Riverside County. However, growth and development is occurring rapidly, which will create new jobs, increase the population and raise income levels. Our employees are the most important asset in preserving our Proud History, Creating a Prosperous Tomorrow, and in responding to the community's needs. The City provides competitive salaries, outstanding benefits and professional growth opportunities.

### **CITY VISION**

The City of Banning promotes and supports a high quality of life that ensures a safe and friendly environment, fosters new opportunities and provides responsible, fair treatment to all and is the pride of its citizens.

### **CORE VALUES**

- **Customer Service Excellence:** We excel in what we do by staying responsive, flexible, patient, effective, and professional.
- **Integrity:** We are ethical, accountable and compliant with our responsibility to the public and community.
- **Teamwork:** We work together and maintain great communication and respect and foster a fun and enjoyable atmosphere to take pleasure in what we do.
- **Yes-Minded:** We recognize diversity and maintain a positive attitude to do all we can to serve the community in the safest and most responsible manner.

### **PERFORMANCE EXPECTATIONS**

- **Leadership:** Contributes to a positive work culture consistent with the City of Banning Leadership Philosophy, actively welcomes new approaches to public service and supports change and process improvements at all levels within the organization.

- **Management:** Able to independently assess and organize personal work performance while contributing to the overall organization.
- **Teamwork:** Demonstrates ability and willingness to work collaboratively with a team.
- **Communication:** Communicates effectively with peers, supervisors, subordinates, and individuals to whom service is provided.

## ESSENTIAL FUNCTIONS

- Plans, organizes, controls and manages the Human Resources (HR) operations and programs of the City including recruitment/selection, compensation/classification, training/development, labor relations, safety, personnel records, policy development and general management assistance.
- Plans, organizes, controls and manages the Risk Management operations and programs of the City including PERMA, commercial insurance for property, special events and employment practices.
- Provides consultation to the City's management and supervisory staff in a variety of areas including staffing and organization, employee development, performance evaluations, investigations, disciplinary problems and other special employment needs; ensures consistent interpretation and application of federal, state and city rules, regulations, policies and procedures.
- Plans, organizes and coordinates the City's recruitment and selection processes to ensure compliance with legal requirements, human resources needs and budgetary authority; provides staff assistance and guidance in the selection of new employees and promotions; coordinates new employee orientations; maintains up-to-date online information on employment opportunities.
- Develops and implements strategies for HR management, including performance management and auditing, competency assessment and development, resource development, employee relations and others as appropriate.
- Administers benefits plans; maintains provider contracts and ensures compliance with legal and tax requirements, and with technical contract provisions; educates employees on City benefits programs; recommends changes to benefits plans.
- Administers the City's classification and compensation programs and systems including maintaining job descriptions, position control, salary and benefit administration, and policy development and compliance; conducts research on salary and benefit issues with outside agencies; analyzes related cost areas and recommends changes to compensation and benefit programs as appropriate.
- Administers and coordinates leave programs in compliance with City and/or state and federally authorized leave programs, including but not limited to Family & Medical Leave Act, California Family Leave Act, military leave, domestic violence leave, donated leave, etc.
- Oversees and coordinates the City's worker's compensation program, including light duty and early return to work options; coordinates safety training and investigation of accidents; oversees the City's safety committee; administers the City's drug and alcohol testing program.
- Prepares for and participates in labor negotiations with organized bargaining units; develops proposals and contract language; administers labor agreements during the terms of the contracts; assists management staff with interpretation of and adherence to the labor contracts; assists 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 employee recognition opportunities; assists and provides consultation to employees with confidential matters requiring internal or external resources; provides general conflict resolution assistance in employee related disputes.
- Performs long-range planning activities, including organizational planning and development and strategic planning; develops and recommends new or modified policies to address human resource needs within the City; directs and interprets the application of established personnel policies; develops employee communications to disseminate policy information.
- Serves as the city's Americans with Disabilities Act (ADA) coordinator, in relation to both city employees and those using the city's programs and services.
- Develops and prepares the annual preliminary budget for the Human Resources function; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
- May manage staff assigned to Human Resources functions, including delegating and monitoring work, and providing performance reviews.

- Manages the preparation and maintenance of a variety of narrative 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; oversees and maintains HR records, pursuant to State regulations and City procedures; processes and reviews requests; provides appropriate information to the public.
- Maintains timely and regular attendance.
- Other duties as assigned.

**KNOWLEDGE OF:**

- City organization, operations, policies and procedures.
- Structure, organization and interrelationships of City departments, agencies and related governmental agencies and offices affecting assigned functions.
- Current social, political and economic trends and operating problems of municipal government.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Employment and labor-related city ordinances and state and federal legislation, including FMLA, ADA, OSHA, and FLSA
- Knowledge of City's and the Department's policies and procedures.
- Knowledge of management and/or supervisory principles.
- Knowledge of human resources practices and principles.
- Knowledge of workers' compensation claim processes, methods and procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

- Develop short- and long-range goals, and plan, assign, coordinate and evaluate the work of subordinates.
- Analyze issues, evaluate alternatives and make logical recommendations based on findings.
- Administer program goals and objectives; implement initiatives and recommendations in support of department and City goals.
- Foster cooperative group processes and efficiently use resources; delegate tasks and workload assignments.
- Develop and monitor departmental and program/project operating budgets, costs and schedules.
- Assess and prioritize multiple tasks, projects and demands.
- Supervise, lead, coach and use best management practices to improve staff performance.
- Effectively administer a variety of city-wide programs.
- Interpret and apply city policies, procedures, laws and regulations.
- Support and model the identified vision, values and behaviors of the organization.
- Establish and maintain effective working relationships.
- Operate a personal computer utilizing a variety of standard and specialized software.
- Communicate effectively both orally and in writing.

**PREFERRED QUALIFICATIONS**

A Bachelor's Degree in Human Resources, Business Administration, Public Administration, Organizational Psychology or a related field AND 5 years of experience in human resources and risk management, including three (3) years of management and/or supervision. A Master's Degree in Human Resources, Business or Public Administration is preferred. Experience in municipalities is highly desirable.

A combination of training, education and or experience that provides the required knowledge, skills and abilities may be considered when determining minimum qualifications at the discretion of the City Manager. Advanced relevant coursework may also substitute for a portion of required experience.

**LICENSE AND CERTIFICATION REQUIREMENTS**

- Valid California State driver's license is required.

- Must be bondable.
- Successful completion of a pre-employment background check is required.
- Certified Human Resources designation is preferred.

#### **WORKING CONDITIONS**

The regular work schedule is generally Monday through Friday, 8 am to 5 pm. Work is primarily performed in an office which is busy, oriented to public service and subject to occasional work interruptions. Noise level is moderate. Occasional attendance at meetings before or after regular work hours is required.

#### **PHYSICAL REQUIREMENTS**

Continuous repetitive arm/hand movement is essential to performance. The incumbent in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, and have hand-eye coordination sufficient to operate computers, do keyboarding and operate other office equipment. The incumbent must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 20 pounds.

*The City of Banning is an equal opportunity employer. All employees and candidates for employment will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status, age, national origin, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.*

*While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.*