

CITY OF SALINAS

HUMAN RESOURCES OFFICER

BARGAINING UNIT/CLASS CODE:
CONF. MGMT. / C11

DEFINITION

To plan, organize, and direct the development, implementation and administration of the City's human resources management system, labor relations programs and risk management program.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Deputy City Manager. Exercises direct and indirect supervision over professional, technical and clerical staff.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Plan, organize and direct the administration of the City's personnel policies, practices, and procedures; advise management and employees in their interpretation when necessary. Develop and assist in development and implementation of goals, objectives, policies and priorities. Supervise and administer the classification, compensation, recruitment and selection, equal employment, labor relations, evaluations, training and risk management programs. Participate in formulating, recommending, and coordinating the implementation of policies, rules, and practices for accomplishing the goals of the personnel program. Assist in contract negotiations through development of strategies, research and presentation of relevant information. Perform research and maintain records; administer and interpret provisions of labor agreements. Advise management and employees regarding grievance procedures; monitor and administer grievance procedures; serve as staff to City Grievance Board. Meet with representatives of employee organizations. Maintain the City's official personnel files. Coordinate human resources/risk management activities with other City departments. Supervise and participate in the preparation of various personnel reports; make oral presentations as necessary. Prepare and administer the human resources/risk management budget. Maintain departmental awareness of current human resources practices and current state and federal laws related to personnel and risk management. Attend conferences and meetings in human resources, risk management and labor relations field. Assess, recommend and coordinate City's training programs. Select, supervise, develop, train and evaluate assigned staff. Promote and maintain safety in the workplace. Perform other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs and up to 50 lbs on occasion; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**CITY OF SALINAS
HUMAN RESOURCES OFFICER (continued)**

QUALIFICATIONS

Knowledge of:

Principles and practices of public personnel administration including methods and techniques used in recruitment and selection, classification, salary administration, equal employment action, risk management, and labor relations activities. Training needs assessment, planning and coordination. Applicable labor relations laws, methods and practices. Principles and practices of organization, management, supervision, budget, and personnel management. Research techniques, methods and procedures. Operation of personal computers with proficiency in using word processing programs.

Ability to:

Communicate clearly and concisely, orally and in writing. Exercise independent judgment in the solution of personnel problems. Understand, interpret, and apply personnel rules and regulations. Prepare and administer a division budget. Establish and maintain effective working relationships with city staff, other businesses and governmental agencies. Conduct and direct relevant research and analysis. Prepare and complete accurate reports. Plan, organize and direct the activities of a public personnel system. Properly interpret and make decisions in accordance with laws, regulations, policies and contracts. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

Education and Experience:

An example of the experience and education would be equivalent to a Bachelor's Degree in Business management, public administration, psychology or related field and five (5) years experience in supervision and administration of a public agency personnel/human resources function.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 2-94, REV: 10-05