

County of Humboldt Job Specification
PERSONNEL MANAGER
Classification 0752



DEFINITION

Under general direction, plans, organizes, and administers multiple, centralized personnel programs in the areas of recruitment and selection, classification and compensation, and employee and labor relations; provides oversight in support of personnel activities and functions of the County; analyzes, develops, and recommends new and improved personnel procedures, policies, and programs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Human Resources or Assistant Director of Human Resources. Exercises direct supervision over professional and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating multiple complex personnel programs. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. This class is distinguished from Assistant Director of Human Resources in that the latter has reasonability for overall management and administration of all Human Resources Department functions, programs, and activities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Plans, manages, and oversees the daily functions, operations, and activities of multiple personnel programs, including recruitment and selection, classification and compensation, employee and labor relations, and related programs.
- Participates in the development of goals, objectives, policies, and procedures for assigned programs.
- Participates in developing, administering, and standardizing procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and policies and procedures; identifies opportunities for improvement and recommends to the Director of Human Resources and Assistant Director of Human Resources.

- Supervises the planning, development, administration, and staff of assigned personnel programs.
- Researches and interprets proposed and revised legislation and regulations, including analysis of court decisions, pending legislation, and new program and fiscal mandates; develops and presents management recommendations for changes.
- Interprets, explains, provides guidance on, and ensures compliance with local, state, and federal laws, County policies and procedures, and Memorandum of Understanding (MOU) and employee agreement provisions; manages resolution of compliance issues.
- Conducts a variety of organizational studies and manages special projects; researches and analyzes industry data and best practices; evaluates alternatives, develops change recommendations, and analyzes impact and calculates implementation costs; prepares and presents findings and reports to management.
- Performs specialized and highly complex employee and labor relations work, including negotiations, grievance administration, meet and confer, and contract and MOU interpretation and compliance; confers with assigned bargaining units to discuss proposals; ensures effective communication of issues.
- Investigates discipline, complaints, and misconduct allegations; recommends and implements corrective action; schedules and facilitates meetings with union representatives and management.
- Coordinates, schedules, reviews, and conducts complex classification and compensation studies.
- Coordinates, schedules, and implements training and development, including researching, creating, and conducting training, workshops, and presentations on personnel and management issues and topics.
- Provides staff assistance to the Director of Human Resources and Assistant Director of Human Resources; researches, analyzes, summarizes, and interprets data from various sources; prepares and presents reports, correspondence, memoranda, Board of Supervisors agenda items, and other documents.
- Supervises the organization and maintenance of accurate and detailed databases, files, and records; verifies accuracy of information, researches discrepancies, and records information; coordinates and ensures compliance with established records retention schedules.
- Attends meetings, conferences, workshops, and training sessions and reviews publications to remain current on principles, practices, technologies, regulations, and new developments in the field of human resources.
- Monitors changes in laws, regulations, and technology that may affect personnel programs; implements policy and procedural changes after approval.
- Assists with developing and administering program budgets, including monitoring and controlling expenditures; forecasting personnel, equipment, and other resources needs; assisting in the allocation of limited resources.
- Coordinates with the County Counsel regarding legal aspects of personnel matters; maintains liaison with County departments; and provides consultation on personnel matters.
- Participates in the hiring of staff; trains staff in department procedures; evaluates employee performance, counsels employees, and effectively recommends disciplinary and other personnel actions.
- Performs other related duties as assigned.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

*The requirements listed below are representative of the knowledge and ability required. *

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of personnel management.
- Organizational and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of assigned areas of responsibility
- Administrative principles and methods, including goal setting, program development and implementation, budgeting, and employee supervision.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the areas of responsibility, including laws and regulations relating to recruitment and selection, classification and compensation, and employee and labor relations.
- Principles and techniques of conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Basic and advanced mathematical and statistical techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for multiple personnel programs.
- Plan, direct, and review the work of others.
- Plan and conduct effective organizational studies and manage multiple projects.
- Research, analyze, interpret, draw conclusions, summarize, and present information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make accurate arithmetic and statistical computations.

- Maintain confidentiality of sensitive personal information of employees, former employees, retirees, and other matters affecting County human resources programs.
- Supervise the establishment and maintenance of a variety of filing, recordkeeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Use sound independent judgment within established guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within legal, general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Demonstrate the County of Humboldt's commitment to a diverse, equitable, and inclusive workplace.

Minimum Qualifications:

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

Equivalent to a bachelor's degree in human resource management, public or business administration, social sciences, or a related field

and

Five (5) years of increasingly responsible professional experience administering personnel programs at a level equivalent to the County's Human Resources Analyst II classification.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

- Mobility to work in a standard office and use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; standing in and walking between work areas is frequently required; frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file

information; ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment.

- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL CONDITIONS

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e., background screening, physical examination, etc.).