

CITY OF SOLVANG
JOB DESCRIPTION
HUMAN RESOURCE MANAGER (PT)

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a given position.

THE POSITION

Under general direction of the Administrative Services Director (or City Manager), performs complex and varied technical, professional, and confidential work required to administer human resources programs and activities, including recruitment, job analysis and classification, compensation, benefits administration, workers' compensation, training and development, employee and labor relations and performs related work as required.

Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities with staff, the public and officials. Demonstrates a full understanding of Federal and State laws as well as City policies and procedures to ensure compliance. This position is classified as an "at-will" position.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Coordinates and implements recruitment processes for City departments; confers with departments to ascertain departmental needs; coordinates and/or produces recruitment flyers and position announcements; screens resumes and applications; identifies qualified applicants.
- Organizes and administers oral and written examinations and results, including compiling test scores, preparing eligibility lists and candidate information, coordinating and/or conducting interviews, assisting departments in extending job offers, and coordinating follow-up pre-employment testing; monitors the hiring process and/or testing processes to assure adherence to applicable human resources policies.
- Conducts salary studies, research salary and benefit information for use in the collective bargaining process, budget preparation, and cost analysis.
- Administers the City's multi-tiered employee benefits programs, including plans such as retirement, health, life, dental, vision, long-term disability, employee assistance program, and Consolidated Omnibus Budget Reconciliation Act (COBRA); acts as liaison to various third-party benefits administrators, pension organizations, benefits brokers, and health carriers; reviews benefit invoices and balances with general ledger.
- Collects and compiles human resources data; prepares or assists in the preparation of monthly, quarterly, and year-end human resources, legal, summary, and technical reports, as directed.
- Makes recommendations for the development and revision of human resources documents, procedures, and forms; assists in the development of policies, regulations, and procedures.
- Monitors changes in laws, regulations, and technology that may affect human resources operations; implements policy and procedural changes as required.
- Schedules and conducts new employee orientations; provides education and programs to enhance employee onboarding processes and systems, informs new employees of benefit programs, policies, and related enrollment information, supports department managers and supervisors the development and administration of staffing plans and integrating new employees.
- Conducts City-wide open enrollment for benefits; prepares open enrollment benefit materials and literature, facilitates employee information session related to benefits.
- Administers a comprehensive leave management program ensuring legal compliance; reviews and analyzes leave applications; makes recommendations and develops employer response; interprets City policies and procedures, and local, State, and Federal laws with regards to benefit and paid and unpaid time off options for employees; educates employees and managers on policy and legal compliance regarding leaves of absence.

- Administers the workers' compensation claims management function; processes insurance claims submitted; monitors accepted claims prior to closure; provides information to claimants, attorneys, and workers' compensation carrier; assists employees in resolving issues related to workers' compensation, safety, and health; maintains accurate databases; prepares reports and other related documentation.
- Assists employees and management with the interpretation and correct application of City policies, procedures, and programs, and Memorandum of Understanding (MOU); provides advice and assistance regarding employment issues; investigates employee complaints.
- Coordinates employee counseling, grievance, hearing, discipline, etc.
- May act as back-up for Risk Manager.
- Represents the City in a wide variety of meetings with local community groups, professional associations, etc.; attends meetings, conferences, and seminars; makes public presentations.

ESSENTIAL FUNCTIONS

- Assist with day-to-day operations of HR functions and duties.
- Compile and update employee records and HR database.
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.).
- Deal with employee requests regarding human resources issues, rules, and regulations
- Properly handle complaints and grievance procedures.
- Coordinate communication with candidates and schedule interviews, assist recruiters if necessary.
- Conduct initial orientation to newly hired employees and process all employee forms.
- Knowledge of laws, regulations and technology that affects human resource operations.
- Ability to implement policy and procedural changes from changes in laws, regulations, and technology that affects human resources operations.

LICENSE REQUIRED

Possession of a valid California Driver's license.

PHYSICAL DEMANDS

Works indoors constantly; Constantly uses a computer; On occasion exposed to dust.

PHYSICAL REQUIREMENTS

Strength: Light-exert force to 20 pounds occasionally, or 10 pounds frequently, or negligible force constantly to lift, carry, push, pull or move objects; May involve significant standing, walking, pushing and/or pulling; Constant sitting, Frequent fingering, typing and frequent extension of the neck upward, downward and side to side; Occasional standing, walking, bending, stooping, crouching, pushing, pulling, twisting at the waist, handling, gripping, grasping, reaching at, above and below shoulder level; On rare occasion, kneeling, climbing stairs and ladders.

Vision: Visual acuity which could be corrected sufficiently to perform the essential functions of the position.

Hearing: Effectively hear/comprehend oral instructions and communication.

EDUCATION AND EXPERIENCE

- Ideally, four years of progressively responsible experience in the field of human resources/personnel administration, and one year of supervisory responsibilities; and
- Graduation from an accredited college or university with a bachelor's degree in human resources, public administration, business, industrial relations or a related field; and/or
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Current technical/professional knowledge of complex principles, methods, standards and techniques associated with the scope of work of a recognized profession, such as: Laws, rules and regulations concerning the operation of municipal government human resource systems and

programs, labor and employee relations, etc.

- Recruitment, selection, classification and compensation, job analyses, performance evaluation, grievance, risk management, worker's compensation, etc.
- Negotiations and labor relations; organizational training; organizational development; policy and procedures; etc.
- Effective verbal and interpersonal communication skills.
- Microsoft Office Suite (or equivalent).
- Use computer and other office equipment effectively.
- Desired licenses and/or certifications associated with the assignment, such as: SPHR, from SHRM, IPMA, etc.

I acknowledge that I have received a copy of this job description and understand its contents.

Employee Signature

Date