

# **CITY OF PULLMAN, WASHINGTON**

## **CLASS SPECIFICATION**

### **HUMAN RESOURCES MANAGER**

**1103**

#### GENERAL PURPOSE:

Plans, develops, organizes and directs the implementation and operation of the human resources department, including short and long-range program planning and development.

#### CLASSIFICATION SUMMARY:

The Human Resources Manager position is a specialized professional position responsible for the development, implementation and maintenance of a modern human resources management program. Work includes a variety of human resource activities including contract negotiation/administration, classification and compensation administration, recruitment and selection, policy development and interpretation, regulatory compliance, training and employee relations. The Human Resources Manager reports to the City Supervisor who reviews work based upon successful program implementation/administration and the attainment of the city goals and objectives. Work is performed in accordance with professional standards, state and federal laws, city policies and procedures, labor contracts and policies established by the City Council, Mayor and City Supervisor.

#### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develops and implements short and long-range plans for the human resources program; develops and recommends to the city supervisor integrated personnel policies and procedures for all aspects of the human resources management system for the city; monitors the effectiveness of the program and recommends modifications to the personnel policies and procedures as well as management practices.

As a member of the management team, provides legal and program advice and assistance to department heads and supervisors in all areas of human resource management.

Consults with department heads, supervisors, city supervisor and city council to formulate management proposals for bargaining, grievance resolution or arbitration; provides research and assistance to the chief negotiator for negotiations with six bargaining units; develops preliminary contract language, takes notes and/or assists in presenting information at the bargaining table; monitors ongoing contract administration.

In conjunction with the City's pay and classification consultant, administers the position classification plan of the city including the analysis of position description questionnaires and position audits, preparing or modifying class specifications, establishing classification procedures, and recommending the approval or disapproval of position classification actions.

Maintains and administers the compensation, fringe benefits, and retirement plans of the city; reviews all requests for pay increases, initial employment, and other personnel actions provided for in labor contracts or personnel policies.

Develops and monitors an equal employment recruitment and selection program for the city including preparing, administering, scoring, and evaluating examinations as well as screening candidates; conducts employee orientation sessions.

Develops and administers personnel policies and procedures; provides advice and assistance to city managers and supervisors regarding the interpretation, implementation and administration of regulatory compliance and policy issues

Develops and administers the city's affirmative action program including obtaining support for the program from department personnel; ensures equal employment opportunities to all applicants; identifies problem areas and develops corrective measures; evaluates effectiveness of program.

Develops and administers an employee performance evaluation system including participation with department heads, supervisors, and employees in developing job performance standards and providing training to supervisory personnel in conducting performance evaluations; monitors the effectiveness of the performance evaluation system.

Coordinates and implements the drug and alcohol program; monitors drug and alcohol testing procedures; maintains confidential medical and test records; prepares annual test report;

Serves as the City's Safety Officer; monitors the City's safety program; maintains OSHA 200 log. Develops and implements a city-wide safety program and determines the need for and implements safety training;

Develops and conducts employee enrichment and training programs.

Prepares human resources budget for approval by City Supervisor and City Council; administers budget.

Serves as Secretary/Chief Examiner to the Civil Service Commission; prepares agendas and minutes; maintains official records and files; administers recruitment process; screens applications; administers the testing process; maintains civil service lists; serves as liaison with civil service applicants.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

Develops forms and procedures for use in the management of personnel matters and prepares a variety of personnel data or reports useful in budgeting, manpower planning, and personnel administration.

#### OTHER JOB FUNCTIONS:

Trains city support staff in human resource issues; delegates support work to staff; reviews work performance.

Performs other tasks as assigned.

#### SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- The principles, practices, and laws required to plan, develop, implement, administer, and evaluate personnel programs;
- The elements of a modern human resources program;
- The current literature, trends, and developments in the field of human resources, labor relations, and management and organizational development.

## Ability to:

- Attend work on regular and dependable basis;
- Organize and express ideas effectively in oral or written communication;
- Develop, implement, administer, evaluate and modify a comprehensive and integrated human resources program designed to attain organizational goals and objectives;
- Diplomatically and effectively work with labor and management;
- Provide workable solutions to human resource issues, build consensus and use good judgment;
- Establish and maintain effective working relationships with employees, supervisors, department heads, City Supervisor, and the public.
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Physically perform the essential functions of the job.

**MINIMUM QUALIFICATIONS:**

(Persons applying for a position of this class should have any combination of the following experience and training.)

Four years of progressively responsible human resources program management experience, preferably as a generalist in the public sector; bachelor's degree in human resources management, business administration, or a related field, master's preferred; or substituting graduate level course work or training in human resource or public administration for up to two years of the experience; PHR, SPHR, or IPMA-CP Certification preferred; or any equivalent combination of experience and training.

**TOOLS AND EQUIPMENT USED:**

Personal computer, including word processing, database and spreadsheet programs; telephone; calculator; copy machine; and fax machine.

**WORK ENVIRONMENT:**

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time. However, some travel to a variety of locations to perform work and/or attend meetings is required. Physical exertion may be required to lift office supplies.

***The duties listed above 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 the position.***

***The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

FLSA Classification: Exempt

Adopted: 9/82

Revised: 1/85, 1/90, 1/92, 5/94, 6/99, 09/01, 12/01