

CITY OF BRISBANE

HUMAN RESOURCES ADMINISTRATOR

Definition

Plans, directs, coordinates, supervises and participates in the activities of the City's Human Resources division of the Administrative Services Department including management of workers, compensation, payroll, employee benefits, employee safety, labor relations; employee relations, recruitment, classification and compensation, and city-wide training.

Class Characteristics

This is a single position classification, fulfilling assigned responsibilities within a framework of policy guidelines. The incumbent is responsible for the operations and activities of the Human Resources Division of the Administrative Services Department. The employee in this classification assumes responsibility for program development and management including the development and implementation of goals, objectives, policies and priorities for division activities. The incumbent ensures that activities of the division are completed in a timely and efficient manner consistent with defined policies and regulations.

Supervision Received and Exercised

Receives general direction from the Administrative Services Director/Deputy City Manager or the City Manager.

Provides supervision to professional, technical and clerical office staff.

Examples of Important and Essential Duties - *the duties described below are provided as examples and are not to be considered as exclusive or all inclusive:*

- Plans, organizes, administers, and oversees a wide range of human resources services in compliance with City policy, state and federal regulations; organizes and oversees human resources program areas including recruitment, classification, benefits, labor relations, employee relations, training, wellness program, workplace investigations, and worker's compensation.
- Serves as a consultant to departments to identify and solve complex, technical and sensitive problems related to human resources issues.
- Manages the activities of the Human Resources division with responsibility for planning, staffing, forecasting, supervising and directing all functions within the division; directs the activities of the division through coordination and supervision of Human Resources staff;
- Reviews division and program area budget estimates and assists the Director of Administrative Services in developing preliminary and final budgets for the division.
- Develops goals, objectives, and performance measures for the division; assesses the effectiveness of programs and services provided and seeks ways to improve services and programs; advises Director and managers using sound human resources strategies, practices and techniques to solve complex employee and organizational issues.
- Manages and oversees the administration of personnel activities, including hiring, promoting, evaluating, establishing performance standards and reviews, training, and assigning of work responsibilities.
- Provides oversight for City's labor relations functions; interprets labor agreements and other City rules, regulations, policies and procedures; provides analytical and strategic support for labor relations matters; assists in determining proposal costs, serves as a member of the City's negotiation team.
- Administers comprehensive employee benefit program, including health insurance, pension and other post-employment benefits; keeps current on trends in the benefits market place and makes recommendations for plan amendments.
- Provides management oversight to employee protected leaves, return to work, modified work and

reasonable accommodation; ensures compliance with applicable laws, rules, past practices and best practices.

- Manages the Workers Compensation program and provides oversight to the third party administrator and City staff; hires and directs investigators and other experts; authorizes settlements; audits claim costs and expenditures.
- Identifies, coordinates and provides Human Resources-related training to city staff, as appropriate.
- Researches, analyzes and develops recommendations on a wide range of human resources issues; monitors and analyzes laws and pending legislation which impact City operations; stays current of new trends and innovations in the field of human resources, and continually monitors the City's compliance with federal and state laws and regulations; provides technical assistance as necessary.
- Represents the department to outside agencies and organizations; participates in outside community and professional groups and committees;
- Makes presentations to various groups within the City, including City Council and agencies outside the City.
- Serves as a professional staff resource to City managerial staff.
- Prepares and directs the preparation of a variety of written correspondence, reports, policies, procedures, ordinances, requests for proposals, agreements and other written materials.
- Monitors changes in laws, regulations and technology that may affect City activities and functions; implements policy and procedural changes as required.

Qualifications

Knowledge of:

- Principles, practices and procedures of public administration in a municipal setting; functions and services of a municipal government.
- Operations, services and activities of a public personnel administration,
- Principles and practices of program development and administration
- Principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Laws and practices affecting public sector employment.
- Employee benefits, public sector retirement programs, payroll/HRIS systems, workers compensation, employee relations, negotiations, grievances, discipline, leave of absences,
- Communication techniques to include presentations to groups of various sizes in a positive, inclusive and motivational manner.
- Customer service techniques for dealing with customers, often in difficult or confrontational situations.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications; formats and appropriate terminology for written communications such as business correspondence, policies, procedures, and narrative reports
- Standard office procedures, practices, equipment, personal computers, and software.
- Principles and techniques of conducting analytical studies, evaluating alternatives and making sound recommendations.
- Basic budgetary and contract administration practices in a public agency.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Records management principles and practices.
- Techniques for making effective public presentations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Principles, practices, and techniques of public human resources administration applicable to a

variety of human resources functional areas, including recruitment and selection, classification, salary administration, benefits administration, labor and employee relations.

Skill to:

- Operate a variety of office equipment including computers and peripheral equipment.

Ability to:

- Provide accurate interpretations of policies and regulations.
- Analyze and evaluate extensive data effectively and objectively and to prepare oral presentations and written reports and recommendations clearly, logically and concisely.
- Understand, interpret, explain and apply laws, rules, regulations, memorandum of understandings, policies and procedures.
- Supervise, evaluate, train, and develop staff and organize their work; lead and direct operations, services and activities of the division.
- Develop and administer division goals, objectives and procedures; identify problems, develop solutions, and implement a plan of action.
- Prepare and administer budgets.
- Prepare clear and concise management reports; conduct complex presentations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.
- Prepare a variety of reports and analyses, which are written clearly, concisely, and accurately.
- Analyze and interpret a variety of human resources programs.
- Analyze issues and make recommendations to resolve administrative and procedural problems.
- Develop written presentations and reports, which include drawing conclusions and making recommendations.
- Maintain confidentiality of sensitive information and records.
- Assist in developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department and assigned functional areas.
- Make effective presentations to groups.
- Maintain accurate records and files.
- Effectively representing the departments and the City in meetings with governmental agencies, contractors, applicants and various professional and regulatory organizations.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines.

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

Education: Possession of a Bachelor's degree from an accredited college or university with major course works in Public Administration, Economics, Business Administration, Political Science, Public Policy, or closely related field. A Master's in Public Administration or Business Administration or other related field is desirable.

Experience: Four to five years of increasingly responsible administrative management experience involving a combination of any of the following: human resources management, policy analysis, study and analysis of management, budget, organizational, and procedural problems and issues preferably in a government agency.

License: Must possess a valid California class C driver's license and have a satisfactory driving record or have the ability to travel from one location to another to attend meetings.

Working Conditions: Work in a standard office environment, with occasional off-site and/or field assignments. The ability to travel from different sites and locations; drive and/or walk safely to different sites and locations; maintain a safe driving record; maintain a neat, professional and clean appearance; work protracted and irregular hours and evening meetings or off-site work for meeting attendance or participation in specific projects or programs as needed.

Physical Demands: Able to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated or standing positions for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; move 35 pound boxes, files, and materials.

Approved Date: February 13, 2001
Resolution: 2001-11

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Bargaining Unit: Confidential Employees
Resolution: 2019-61

Former Titles:

Abolished: