

CITY OF ARCADIA

HUMAN RESOURCES ADMINISTRATOR

DEFINITION

Under general supervision, to plan, direct, supervise, and oversee the activities and operations of the Human Resources Division, including personnel, labor relations, recruitment, selection, training, EEO, and safety; and to provide responsible and complex administrative support to the Administrative Services Director.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume responsibility for all Human Resources Division services and activities, including contract negotiations, collective bargaining agreement administration, recruitment, selection and placement services, EEO, training and orientation programs, ADA administration, and the administration of the classification, job evaluation and performance appraisal systems.

Ensure the City's compliance with policies and contracts, as well as Federal, State and local human resources management regulations; review and analyze reports, legislation, court cases, and related personnel matters.

Supervise the development and implementation of Human Resources Division goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Plan and direct the employee benefits program; negotiate for contracted benefits services, including medical, dental, life, LTD, and related coverages.

Select, train, motivate and evaluate Human Resources Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct and coordinate the Human Resources Division's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manage and participate in the development and administration of the Human Resources Division budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Prepare for and assist in union-management contract negotiations, grievances, and arbitration; administer the provisions of existing employee contracts and agreements; advise staff regarding provisions of contracts.

Participate in the administration of the City's classification and compensation plan; establish and maintain class specifications and salary ranges for positions; initiate and conduct wage and benefit surveys; analyze, evaluate and make recommendations on proposed job reclassifications.

Participate in and assist divisions in the recruitment, interviewing, testing, selection, and placement of all employees hired by the City; administer promotion, transfer, and separation procedures of current employees.

Assist in administering employee disciplinary policies and procedures; provide assistance to staff on disciplinary issues and action to be taken; assist in administering formal grievance procedures; assist in hearings and assist management staff in preparing and processing responses to grievances.

Direct the preparation and maintenance of personnel records and reports, employee handbooks, orientation manuals, and other publications on employee working conditions and benefits.

Deliver and procure appropriate staff development and training.

Administer the City's performance appraisal programs.

Participate on a variety of committees and task forces; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources and risk management.

Assist in responding to and resolving difficult and sensitive inquiries and complaints.

Supervise the City's risk management function, including Workers' Compensation.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive human resources and risk management program.

Organization and management practices as applied to the analysis and evaluation of human resources programs, policies and operational needs.

Modern and complex principles and practices of human resources program development and administration.

Current and pending legislation and court decisions relating to the rights and obligations of staff in the area of human resources.

Principles and practices of collective bargaining and labor relations.

Techniques of recruiting, interviewing, and selecting applicants for employment.

Wage and salary/benefit administration principles and practices.

Principles of job evaluation and analysis.

Principles and methods of training and education.

Principles of mathematical and statistical computations.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment, including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide professional leadership and direction for the Human Resources Division.

Develop, implement and oversee the goals, objectives, and procedures for providing effective and efficient human resources programs and services.

Plan, organize, direct and coordinate the work of professional and technical personnel; delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Identify and respond to Administrative Services Director, City Manager, and City Council issues, concerns and needs.

Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Prepare clear and concise administrative and financial reports.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Six years of general administrative experience in a public agency, including three years of increasingly responsible professional human resources, budgetary and supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration or related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: December 2004