

CITY OF LOS BANOS

Job Description

POSITION TITLE	HUMAN RESOURCES DIRECTOR
DEPARTMENT	ADMINISTRATION
EMPLOYMENT CATEGORY	EXEMPT
EMPLOYMENT LEVEL	MANAGEMENT

DEFINITION

To plan, direct, assign and evaluate the operations of Human Resources and Risk Management; to provide expert professional assistance to the City Council, City Attorney, City Manager and others.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Manager. Exercises direct supervision over assigned administrative personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Develop, plan and implement Department goals and objectives; recommend and administer policies and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager, City Council, and City Attorney; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Maintain skills through continuing education and training.
- Attend various meetings, trainings, etc.
- Research and prepare technical and administrative reports; prepare written correspondence as necessary.

- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Directs the preparation and administration of the department budget.
- Confers with and provides professional assistance to City staff members, City Council and City Attorney on Administrative matters.
- Advises the City Manager on a broad range of issues within areas of responsibility.
- Establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly.
- Develops interpretations of state and local codes, and City policies and agreements as they apply to City operations.
- Coordinates and provides leadership in labor negotiations.
- Oversees and directs payroll matters including timesheets, pay checks, deductions and reporting.
- Oversees the process and maintenance of Workers' Compensation Claims.
- Process and coordinate State Disability Insurance, Unemployment and Paid Family Leave claims.
- Directs the hiring and separation process of employees.
- Responsible for the employee benefits including vision, dental, health, life insurance, deferred compensation, pensions, health savings plan, CalPERS, etc.
- Creates and maintains the City's Policy and Procedures Manual and job descriptions.
- Maintains confidentiality of City records and/or confidential discussions pertaining to City records including but not limited to employee personnel files and/or disciplinary actions.
- Provides general and specialized information regarding departmental functions that may require the use of judgment, tact and sensitivity and the interrelation of policies, rules and procedures.
- Coordinates the processing of liability claims against the City; makes settlement recommendations to third-party administrators and City Council as appropriate.
- Directs the selection, evaluation, and training and development of department staff.
- Prepares a variety of correspondence and reports.
- Attends and makes presentations at City Council, interagency, committee and other meetings and conferences.
- Perform other related duties as assigned.

Knowledge of:

- Budgeting procedures and techniques.
- Pertinent local, State and Federal laws, rules and regulations.
- Modern office procedures and computer equipment.
- Principles and practices of leadership motivation, team building and conflict resolution.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training, and personnel management.
- The principles of municipal operations and practices.

- Human Resources management practices, procedures and laws.
- Risk Management practices and procedures.
- City Clerk functions including but not limited to records management, City Council agenda/agenda packet preparation, recording meeting Minutes, election preparation and guidance, recording and maintaining ordinances, resolutions and agreements approved by City Council, etc.
- Business letter writing and basic report preparation techniques.
- Principles and procedures of record keeping.

Ability to:

- Plan, direct and control the administration and operations of the Administration Department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret and apply local, State, Federal, City and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Work independently.
- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Exercise independent judgment.
- Establish and maintain a high level of trust.
- Remain calm and focused during emergency operations.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop and implement programs to meet the needs of the City.
- Effectively oversee multiple projects simultaneously while managing project costs, resources and schedules.
- Prepare and present staff reports at City Council meetings; attend City Council meetings.
- Coordinate administrative support, and perform essential functions of the position in a responsible and professional manner.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

- Independently prepare correspondence and memoranda.
- Maintain confidentiality of reports, records and information.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Five (5) years of professional public sector experience, including at least three (3) years in a Human Resources/Personnel or City Manager's office.
- Bachelor's degree from an accredited college or university in Public Administration, Business Administration, or related field.

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