



HUMAN RESOURCES MANAGER

DEFINITION

Under administrative direction, to plan, direct, manage, organize, evaluate and coordinate a comprehensive Human Resources and Risk Management program; to direct the settlement of worker's compensation claims; recommend coverage and purchase of insurance and develop and direct the conduct of safety and training programs; and to do related work as required.

CLASS CHARACTERISTICS

Assist in the development and implementation of goals, objectives, policies and procedures for their respective division; Ensures that the department's goals and objectives are within the model of a "High Performance Organization" using collaborative and participative concepts. The Human Resources & Risk Management Manager for the City of Hermosa Beach is expected to be part of a high-performing team that work together toward the achievement of common goals – short term and long term. The incumbent is required to exhibit a commitment to performance excellence, exercise mutual respect, and hold themselves and employees accountable at both the individual and team levels.

EXAMPLES OF DUTIES

- Plans, organizes, directs, manages, coordinates, supervises and performs professional personnel work involved in the administration and maintenance of City recruitment, selection, employee orientation, classification and salary, labor relations, performance evaluation, counseling and grievance and affirmative action programs.
- Develops, administers and interprets personnel and salary policies, regulations and procedures.
- Coordinates with departmental and administrative officials in the development or improvement of personnel procedures, standards, regulations and forms.
- Advises departments on organization, design and staffing.
- Serves as a liaison and coordinates contracted testing and selection processes.
- Provides staff support to the Civil Service Board.
- Coordinates the preparation of departmental agenda items and attends meetings of the Civil Service Board and City Council.
- Reviews and updates City job classifications.
- Directs and conducts personnel management, salary and benefit surveys and prepares recommendations and reports.

- Provides information and technical assistance on human resources I policies and procedures, the City's EEO program, supplementary employee benefits and other personnel matters.
- Reviews and makes recommendations on improvements to human resources management practices and procedures.
- Serves on the management team in the City negotiating process.
- Directs and conducts studies and surveys and develops salary, benefit and cost data for management proposals.
- Implements and monitors MOU's.
- Counsels and advises on a range of labor-management issues.
- Reviews and analyzes pertinent legislation affecting human resources management.
- Supervises the work of department staff.
- Plans, organizes, directs, coordinates, supervises and performs professional work involved in the administration and maintenance of the City's Risk Management Program.
- Manages the purchase of Property, Vehicle, Casualty, Liability, and Workers Compensation insurance and recommends coverage, deductible amounts, and reserve levels.
- Manages the City's claims defense and settlement process and coordinates the City's recovery actions in cases of negligence by a third party.
- Coordinates and monitors the work of claims adjusters and attorneys representing the City.
- Performs research and analysis and prepares reports, charts, tables, and other forms of analysis in order to provide the department and the City with necessary risk management information and presents reports and information to the City Council.
- Develops procedures and recommends methods for funding, contracts, facilities, and activities under consideration by the City and advises on risk implications.
- Confers with managers to determine loss prevention and safety and works with departmental safety committees on loss control activities.
- Develops, improves and contracts for the presentation of safety and training programs.
- Serves as City representative on Risk Management groups and associations.

QUALIFICATION GUIDELINES

Knowledge, Skills & Abilities:

Knowledge of:

- Modern principles, practices and procedures of human resources administration, including labor relations, EEO, classification and compensation, recruitment, selection, performance evaluation and training.
- Federal and State laws, regulations and administrative rules as they relate to human resources I management, risk management, workers compensation, safety, and loss control.
- Risk management techniques and principles; fiscal planning and budget allocation techniques; claims processing, adjusting and reporting techniques.

- Principles and practices of supervision, training and budget administration; labor relations laws, practices and procedures; computers and computer applications.
- Principles of organizational, public administration and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures in service areas managed; administrative principles and methods, including goal setting, program development and pertinent federal, state, and local laws, codes, and regulations.
- Principles and practices of research techniques, sources and availability of information, and methods of report presentation; applicable legal guidelines and standards affecting the administration of a municipal government.
- Principles and practices of contract administration, contract risk transfer and evaluation; risk management requirements and techniques.
- Social, political, and environmental issues influencing program administration.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; office methods, procedures and equipment and basic mathematics.
- Supervisory principles and methods of training, teamwork, goal setting, problem solving and laws governing employee relations.
- Cal/OSHA regulations and safe work practices; workers' compensation policies and regulations.

Ability to:

- Write reports.
- Conduct statistical, research and survey methods and techniques
- Plan, organize, direct, coordinate and perform professional level work involved in a comprehensive Human Resources and Risk Management program. Conduct and improve recruitment, selection, evaluation, training, classification audit and personnel record keeping activities.
- Initiate research studies and reports including the collection, organization, analysis and development of administrative and management recommendations.
- Advise City officials and employees on human resources and risk management related programs and services.
- Prepare and present comprehensive written and oral reports.
- Develop and improve training and safety programs.
- Identify and resolve various labor relations and risk management related problems in the City's work force.
- Organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team; establish and maintain effective and cooperative working relationships with other professionals, City departments, City officials, the public and those contacted in the course of the work and continuously works to improve relationships, contacts, and networks.
- Lead and direct operations, services, and activities assigned area of responsibility; develop and administer department goals, objectives, and procedures; prepare clear and concise administrative reports, budgets.
- Effectively plan, organize, direct, and coordinate the work of staff; lead, coach, instruct and motivate employees; foster a teamwork environment; address key factors that influence successful organizational change.

- Negotiate effective solutions to complex problems; analyze situations accurately, use independent judgment and adopt effective courses of action.
- Guide and encourage others to accomplish a common goal.
- Work skillfully with politics, procedures, and protocols across organizational levels and boundaries.
- Initiate tasks and focus on accomplishments by knowing what needs to be done and do it without being told.
- Prepare clear and concise reports, correspondence, and other written materials; operate typical office equipment; communicate effectively and accurately both verbally and in writing, use proper English grammar, spelling and punctuation.
- Exercise good judgment and uphold confidentiality in maintaining critical and sensitive information, records, and reports.
- Draw meaning and conclusions from quantitative and qualitative data.
- Fully comprehend spoken communication by picking up on nuances in tone and meaning and being attentive to non-verbal cues and body language.
- Show interest in and understanding of the needs, expectations, and circumstances of internal and external customers.
- Formally deliver clear, organized, and persuasive presentations to groups.
- Stay informed and share information with others, ensuring accuracy and reliability of information.
- Display honesty, adherence to principles, and personal accountability.
- Appreciate the benefits of varied backgrounds and cultures.
- Respond positively to change and modify behavior as the situation requires.
- Adhere to all safety practices and procedures and encourage and support others to be safe in their work activities.
- Have sound collaborative decision-making, judgement, and diplomacy skills.
- Show empathy towards the community and colleagues.
- Have service mentality, respect for and sincere desire to help others with diverse background and experiences.
- Have strong sense of integrity and commitment to ethical behavior and accountability.
- Have courage to intervene and protect against unethical behavior.
- Work collaboratively with team members to create and support a positive customer service environment.
- Demonstrate, promote, and support a culture of diversity, equity, inclusion and belonging.

Education and Experience: Graduation from an accredited four-year college or university with a degree in Public Administration, Business Administration, Industrial Relations, Finance, or a closely related field.

Five years of increasingly responsible generalist human resources experience in a municipal government setting (including at least two years of supervision experience). A professional certification by SHRM or IPMA-HR (PSHRA) is highly desired, but not required.

Licenses/Certificates: Possession of a valid Class C California Driver's License with a safe driving record is required or the ability to get from point to point for meetings and trainings.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.



This information is available in an alternative format by request to (310) 283-0239.

The City of Hermosa Beach is an Equal Opportunity Employer. We value and seek diversity in our workforce. Hermosa Beach is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), national origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including pansexuality, homosexuality, bisexuality, or heterosexuality), hair, military or veteran status, or any other protected classification.

REVISED: 9/19/24