

**CITY OF HERMOSA BEACH**  
**Class Specification**



**HUMAN RESOURCES MANAGER**

**DEFINITION**

Under administrative direction, to plan, direct, manage, organize, evaluate and coordinate a comprehensive Human Resources ~~and Risk Management~~ program, to include employee relations, labor relations, recruitment and selection, classification, compensation, training and employee development, benefits and leaves administration and personnel research; supervises professional, technical and support staff; 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 department(s); Ensures that the department's goals and objectives are within the model of a "High Performance Organization" using collaborative and participative concepts. As the Human Resources ~~& Risk Management~~ Manager for the City of Hermosa Beach, you will be expected to be part of our high-performing team that work together toward the achievement of common goals – short term and long term. You will be required to exhibit a commitment to performance excellence, exercise mutual respect, and hold yourself and your department 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 ~~compensation~~ 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 Commission; coordinates the preparation of departmental agenda items and attends meetings of the Civil Service Commission and City Council; periodically 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 personnel policies and procedures, the affirmative action program, supplementary employee benefits and other personnel matters; reviews and makes recommendations on improvements to personnel 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 personnel management; manages and leads activities in support of employee interactive processes, light duty, and return to work; supervises the work of department personnel.

~~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; recommends coverage, deductible amounts, and reserve levels; manages the City's claims defense and settlement process; 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; 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; 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 personnel administration, including labor relations, affirmative action, classification and compensation, recruitment, selection, performance evaluation and training; Federal and State laws, regulations and administrative rules as they relate to personnel 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; office management and record keeping principles, methods and procedures; statistical, research and survey methods and techniques; principles and practices of supervision, training and budget administration; labor relations laws, practices and procedures; computers and computer applications; report writing methods and techniques. Ability to 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; assist with identifying and resolving various labor relations and risk management related problems in the City's work force; establish and maintain cooperative work relationships with those contacted in the course of work; supervise and train subordinate personnel.

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

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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.

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Five years of increasingly responsible generalist human resources experience in a 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 and must be maintained as valid during the course of employment.

**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.