

CITY OF MARYSVILLE AGENDA BILL
EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: 4/9/18

AGENDA ITEM:	
New Business: Human Resources Manager	
PREPARED BY:	DIRECTOR APPROVAL:
Gloria Hirashima, Chief Administrative Officer	
DEPARTMENT:	
Executive	
ATTACHMENTS:	
1. Human Resources Manager Job Description	
BUDGET CODE:	AMOUNT:
SUMMARY:	
<p>The 2018 budget includes a position entitled Human Resources Director. After position review, we have determined that the position operates at a level and pay code more appropriate to the Assistant Director positions (similar to Finance and Public Works). We are recommending that the Director position be reclassified as Human Resources Manager with a pay code of M122.</p> <p>The proposed job description has been developed and reviewed by the Executive Office and Human Resources Department. In addition, we are currently advertising to fill the management position, and believe there is a more robust candidate pool at the Manager level.</p>	

RECOMMENDED ACTION:
Staff recommends that Council approve the Human Resources Manager pay classification, establishing the position at Pay Code M122, and eliminating the Director position at Pay M124.

**CITY OF MARYSVILLE
JOB DESCRIPTION**

Job Title: Human Resources Manager
Department/Division: Executive/Human Resources
Reports To: Chief Administrative Officer
FLSA Status: exempt
Union Status: non-union
Approval/Revision Date: April 2018

POSITION SUMMARY

This position is responsible for planning, managing, and overseeing the human resources function for the City. Responsibilities include providing highly responsible and technically complex assistance to the department directors and Chief Administrative Officer. Individuals are expected to apply knowledge of currently accepted human resources policies and procedures and relevant employment laws and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned as needed.

1. Provides highly responsible and complex technical support regarding human resources management to the Chief Administrative Officer and department directors.
2. Administers the City's compliance with federal, state, and local laws regarding personnel practices, including affirmative action/equal employment opportunity, Fair Labor Standards Act, Family and Medical Leave Act, Washington Leave laws, Americans with Disabilities Act, and others; formulates and recommends revisions to the City's personnel policies and procedures to comply with federal, state, and local laws, and case law; interprets policies, laws, and regulations for managers and supervisors, and recommends corrective action to ensure compliance.
3. Manages and assures completion of day-to-day human resources functions, including assigning tasks and assisting when necessary, providing appropriate training, reviewing employees' work processes and products, counseling employees, giving performance evaluations, recommending disciplinary action.
4. Prepares for and serves as a management representative in union-management contract negotiations, grievances, and arbitration; interprets contract provisions and advises management.
5. Recommends and implements training and education to support the growth of supervisory and management needs within departments and diverse workgroups.
6. Coordinates, implements and oversees employee health insurance and benefit programs; oversees Worker's Compensation program and coordinates claims management with third party administrator.
7. Performs special projects, including collecting, compiling and interpreting information or data to prepare reports for the CAO, directors, and assigned boards and commissions.
8. Conducts personnel studies such as classification analysis and salary and benefits surveys.

9. Plans, implements and oversees personnel-related services and programs such as staff training, employee recognition, and wellness activities; oversees new hire orientations and conducts exit interviews.
10. Develops and administers employee performance evaluation systems. Assists department directors and supervisors in developing job performance standards, employee goals, and action plans.
11. Monitor and analyze employee demographic in order to direct recruitment strategies to attract and retain a diverse and skilled workforce. Coordinates and administers recruitment and selection programs; reviews the development and administration of selection examinations; advises departments on recruitment and selection strategies, techniques, and legal requirements.
12. Monitors the Human Resources Division budget by reviewing past expenditures and determining future resources needed to accomplish department goals.
13. Oversees, participates, and provides staff support for a variety of boards, commissions and committees including the Civil Service Commission and LEOFF 1 Disability Board. Serves as Wellness Coordinator, Employee Appreciation Coordinator, and ADA Coordinator.
14. Monitors employee safety programs and serves as management representative to the City's Safety and Health Committee, providing leadership in safety and wellness activities.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of human resource management.
- Federal, state, and local laws regarding personnel policies and practices, including affirmative action/equal employment opportunity, Fair Labor Standards Act, Family and Medical Leave Act, and Americans with Disabilities Act requirements, and others.
- Principles and practices of employee benefits programs and Washington State's worker's compensation program.
- Principles and practices of employee payroll programs.
- Employee relations, labor and contract negotiations and administering bargaining agreements.
- Principles and practices of effective management, including supervision, training, evaluation, motivation, problem solving, decision making, and leadership.
- Principles and practices of municipal budgeting, purchasing, and contract requirements.
- Recordkeeping systems and retention requirements for human resources activities and programs.
- Windows based computers.

Ability to:

- Plan, direct and control the operations and functions assigned to the Human Resources Division.
- Conduct research, read, interpret and analyze complex facts and issues; evaluate alternatives, and recommend solutions and/or innovative new approaches based on findings.
- Analyze and evaluate operations and proactively develop changes or implement corrective actions to resolve problems and ensure legal compliance.
- Communicate complex technical information, both verbally and in writing to the Mayor, Chief Administrative Officer, City Council, media and the public in a non-technical manner that facilitates understanding and decision-making. Skilled presenter to groups in a variety of settings, including the City Council and community groups.
- Plan, organize and supervise the work of subordinate employees, including training, assigning, and evaluating their work, and providing job performance feedback.
- Ability to establish and maintain effective working relationships with subordinates, other city officials, and the general public.
- Ability to communicate sensitive information in an appropriate manner.
- Communicate effectively, orally and in writing, including the ability to listen effectively and to explain complex issues and applicable legal requirements, policies, and procedures to internal and external customers.
- Effectively operate windows based computer, including word processing, spreadsheet, database, and specialized software applications that support the human resources function.

QUALIFICATIONS:

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

Experience:

- Five years of progressively responsible experience in management is required.
- Two years of supervisory experience is required.
- Experience managing or working with multiple workgroups and organization with 200+ employees is desirable.

Education and Training:

Bachelor's degree in human resource management, public administration, business administration, or a related field.

Licenses or Certificates:

- Certification as a Professional in Human Resources is desired.
- Possession of, or ability to possess within one month of hire date, a Washington State Driver's license.

PHYSICAL DEMANDS / WORKING CONDITIONS:

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift up to 10 pounds; occasionally lift 10 to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

This position works in an office, and the noise level in the work environment is usually low to moderate.

Work is performed mainly during city office hours; however, some travel will be required and incumbent is occasionally required to attend night meetings of the City Council or City boards and commissions.

Regular and reliable attendance is an essential function of this position.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.