

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Human Resources Manager	<b>Job Family:</b> 2
<b>General Classification:</b> Management	<b>Job Grade:</b> 42

**Definition:** To plan, evaluate, organize, and manage the activities of the Human Resources Department's major functions and provide the Human Resources Director the support necessary to plan, develop, and implement human resources programs and services.

**Distinguishing Characteristics:** Under general direction of the Human Resources Director, this position supervises Human Resources Department staff and performs administrative duties related to developing, directing, and implementing programs and services to City departments in the areas of employee labor contract negotiation and administration; recruitment, selection, and promotion; classification and compensation; performance appraisal; training and organizational development; benefits administration; and central personnel records and files (including interfacing with automated systems). The Human Resources Manager operates with a broad range of independence within policy parameters in accomplishing assignments. This position participates in organizational, operational, and budgetary planning meetings related to the human resource functions of the City.

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

1. Recommends and participates in the development of goals, objectives, and mission of the Human Resources Department.
2. Develops strategies and initiatives to improve or streamline programs and services to retain and recruit current and future employees for the organization.
3. Participates in collective bargaining sessions and meet-and-confer meetings with labor groups. Provides strategic management and operational support for labor relations. Administers and interprets labor agreements.
4. Consults with the Human Resources Director, Assistant City Manager, department and division heads, employee representatives, and others on matters related to policy interpretation, discipline, investigations, grievances, and other personnel practices and matters.
5. In collaboration with the Human Resources Director, leads the Human Resources Department's annual budget process, timelines, and deliverables.

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6. Keeps the Human Resources Director properly informed of activities and issues of the department. Prepares for and makes presentations to City staff and the City Council, as necessary.
7. Oversees the administration of the City's recruitment, selection, promotion, and performance management programs to maintain compliance and meet organizational staffing needs.
8. Directs, oversees, and maintains the City's classification, compensation, and benefit programs. Oversees total compensation surveys, advises on position budgeting modification, and participates in annual budget meetings. Makes pay and benefit recommendations to the Human Resources Director.
9. Interacts with and counsels departments on job-related issues, appeals and grievance rights, and other issues of general concern.
10. Recommends the appointment of personnel; provides or coordinates staff training and development; provides coaching and opportunities for skill-building; and evaluates staff in consultation with the Human Resources Director.
11. Manages assigned staff, assigns work activities, projects, and programs; monitors work flow; and reviews and evaluates work products and methods.
12. Oversees the processing of personnel actions and the administration of personnel files.
13. Coordinates work force planning initiatives with City departments, including succession planning and employee engagement programs.
14. Identifies policy and compliance issues. Initiates, conducts, and assigns special studies and reports to determine solutions, including the feasibility of new programs and services.
15. Represents the Human Resources Department on internal and external committees.
16. Performs other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of public administration and personnel management; principles and practices of labor relations and negotiations; laws, rules, regulations, and court decisions relating to public personnel administration; principles and practices of administrative analysis and policy development and implementation; principles

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and practices of supervision and training; budgeting procedures and techniques; and conflict resolution and negotiation techniques.

Ability to: Plan, organize, and direct municipal personnel programs and activities; represent the City and negotiate with represented groups; interpret and apply rules, regulations, laws, policies, and procedures; prepare and present oral and written reports; counsel employees and resolve conflicts; develop and administer a budget; select, train, supervise, and evaluate staff; develop programs with customer-focused services; creative problem solving; analyze existing systems, process, and procedures and modify or streamline; analyze issues, identify alternative solutions, and implement recommendations in support of goals; establish and maintain effective working relationships with those contacted in the course of work; and communicate clearly and concisely, both orally and in writing.

**Experience and Training Guidelines:** A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Equivalent to a bachelor's degree in public or business administration, personnel administration, or a related field with a master's degree and additional management and leadership training desired; and four years of increasingly responsible public personnel experience in the following areas: recruitment and selection, employee relations and employer-employee negotiations, pay and classification, and benefits administration. Additionally, at least two years of supervisory experience is required.

Established: August 2010

Revised: March 2023

HRD/CLASS SPECS

Human Resources Manager