

HUMAN RESOURCES MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the direction of the Human Resources Director, the Human Resources Manager assists in planning, organizing, managing, and coordinating the activities and operations of the Human Resources Department. Responsibilities include recruitment and selection, employee benefits administration, classification and compensation, labor relations, employee training and development, risk management, and general human resources administration.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist in the development and implementation of human resources policies, procedures, and programs.
2. Manage and oversee the recruitment, selection, and onboarding processes to ensure compliance with legal and organizational requirements.
3. Oversee employee benefits programs, including health, service and industrial disability retirement, and leave programs.
4. Assist in labor relations activities, including contract negotiations, grievance resolution, and disciplinary actions.
5. Develop, implement, and oversee employee training and professional development programs.
6. Assist with overseeing risk management activities, including workers' compensation, safety programs, and compliance with workplace regulations.
7. Maintain and analyze human resources records, reports, and metrics to support decision-making and strategic planning.
8. Ensure compliance with federal, state, and local employment laws and regulations.
9. Serve as a liaison between employees and management to address workplace issues and concerns.
12. Assist in the preparation and administration of the department's budget.
13. Ensure compliance for all staff and elected officials on sexual harassment and ethics training.
14. Provide support and guidance to management staff and employees on Human Resources issues, including performance evaluations, discipline, grievance procedures, interpretation of policies, procedures, rules, MOUs, and related matters.
15. Assist in the Administration of the City's classification and compensation systems and plans;

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HUMAN RESOURCES MANAGER (CONTINUED)

conduct job audits and analyses; prepare and revise class specifications; conduct salary and fringe benefit surveys; analyze data; recommend adjustments as appropriate.

16. Analyze legislation and regulations to determine effect on personnel programs and services; knowledgeable of current legislation and/or court decisions affecting Human Resources administration.
17. Monitor for compliance with City policies, contracts, rules and ordinances, we well as applicable Federal and State statutes.
18. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
19. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of Human Resources; incorporate new developments as appropriate.
20. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
21. Prepare and may present staff reports to the City Council related to human resources programs, policies, or legislative compliance.
22. May supervise staff.
23. Perform other duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of human resources management, including recruitment, selection, and employee relations.
- Employment laws and regulations, including FLSA, FMLA, ADA, EEO, and labor relations statutes.
- Compensation and classification methodologies.
- Benefits administration, including health and retirement plans.
- Risk management, workers' compensation, and workplace safety regulations.
- Employee training and professional development strategies.
- Conflict resolution and performance management techniques.
- HRIS (Human Resources Information Systems) and data analysis tools.
- Principles of public administration, legislative procedures, and staff report preparation.
- Methods for effectively presenting information to governing bodies such as the City Council. Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Plan, organize, and manage human resources programs effectively.
- Interpret and apply federal, state, and local employment laws and regulations.
- Develop and implement HR policies and procedures.
- Prepare detailed and comprehensive staff reports and present them to executive leadership and elected officials.
- Communicate clearly and effectively, both orally and in writing.
- Analyze HR data and generate reports for decision-making.

- Build and maintain effective working relationships with employees, management, and external partners.
- Mediate conflicts and provide guidance on HR issues.
- Maintain confidentiality and exercise discretion in handling sensitive personnel matters.

Education and Experience Guidelines

Education/Training: Bachelor’s degree in Human Resources Management, Business Administration, Public Administration, or a related field; and

Experience: Six (6) years of progressively responsible experience in human resources management, including three (3) years in a supervisory capacity. Experience in a municipal or government setting is highly desirable.

License: Professional HR certifications such as PHR, SPHR, SHRM-CP, or SHRM-SCP are highly desirable.

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 setting, with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.

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; and to verbally communicate to exchange information.

FLSA: Exempt

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This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee’s position and qualifications. Other duties outside of an individual’s skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.