

**CITY OF LATHROP**  
**HUMAN RESOURCES MANAGER**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under the direction of the Administrative Services Director, plans, organizes, leads, oversees and monitors programs and activities related to the City's human resources functions. This single-position classification provides day-to-day operational direction and diverse, specialized and professional human resources and administrative work.

**DISTINGUISHING CHARACTERISTICS:**

The Human Resources Manager is a mid-management level class. This classification is distinguished from the next higher classification of Administrative Services Director in that the latter has overall responsibility for the administration of the Administrative Services Department.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Administrative Services Director. May exercise direct and/or indirect supervision over office support staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Responsible for full-cycle recruitment activities, provide orientation to new employees, coordinate completion of forms and materials needed for employees who leave City employment, including COBRA;
- Manage and coordinate the citywide employee benefit and retirement program activities; oversees the enrollment of employees into various benefit programs
- Manage and coordinate the City's Family Medical Leave Act procedures and other leave programs;
- Processes Worker's Compensation and Disability claims; responds to claimant inquiries and provides claim related information; conducts follow-up with claimant as required;
- Coordinate the City's Risk Management program; train management and employees on injury reporting process, collect data and prepare reports;
- Coordinate training for City employees;
- Coordinate classification and compensation program, including update of job descriptions, conduct salary surveys as needed;
- Prepare written responses and direct necessary actions to resolve matters identified by the Administrative Services Director, City departments, the City Manager, employee organizations or individuals;
- Advise managers and supervisors of appropriate methods in a variety of personnel actions including disciplinary processes;
- Maintain effective record-keeping of City personnel records, prepare and maintain employee files and records, update records with various personnel actions;
- Represent the Department at Board, Commission, Council meetings, community meetings and events, and other internal and external meetings;
- Prepare, forecast and administer Human Resources Division and Central Services Division budgets;
- Perform special projects and other related duties as assigned.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

*QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that provides the knowledge, skills and abilities necessary for Human Resources Manager. Graduation from High School is required, Bachelor's Degree is desirable. Four years of professional human resources experience in a generalist capacity which has included responsibilities in more than one of the responsibility areas outlined above is required. Experience in public sector human resources is desirable.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license.

*KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles and practices of Human Resources administration; knowledge of laws, regulations, codes, rules, MOUs and policies; interpersonal skills using tact and maintaining confidentiality; oral and written communication skills; computer operations.

**Ability to:**

Plan, organize and carry through projects; Interpret and apply rules, policies, procedures and MOUs; Counsel and advise supervisors, managers, Department Heads, employees on matters related to employment, promotion, retirement, classification, compensation, benefits, and accident reporting; ability to conduct classification and salary surveys, maintain and foster cooperative working relationships with department and other city staff; facilitate group participation and consensus building; plan, organize, train, evaluate, and direct work of assigned staff; work independently and as part of a team; deal constructively with conflict and develop effective resolutions; demonstrate effective verbal and written communication skills.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.