

Classification Title: Human Resources Manager

FLSA Status: Exempt

BRIEF DESCRIPTION: Manages a functional area of the Human Resources Department directly related to one specialty such as recruiting, compensation, or training and organizational development. Has County-wide program impact and authority. Supervises one or more Human Resources classifications including: Human Resources Officer, Human Resources Consultant, Human Resources Specialist and/or Human Resources Technician.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Oversees activities related to recruitment, classification, and compensation, or training and organizational development. Establishes relationships and works with managers, supervisors and employees to implement goals and provide enhanced services to the County.
2	S	Develops information, materials and training programs to provide information on compensation/salary administration, recruiting or professional development materials. Coordinates work with departments and employees to disseminate information or to schedule employee meetings.
3	S	Responds to department and employee inquiries regarding employment policy, training, classification, compensation issues or employment-related legal questions. Oversees and maintains data collection for salary analysis and input for compensation and classification issues.
4	S	Develops employee programs and services to enhance retention and improve employee services. Implements policies and procedures and explains regulations and procedures to employees and management.
5	S	Builds relationships with departments and management to facilitate positive employee partnerships and recruit new employees.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's Degree in Business Administration, Public Administration, Human Resources Management or a related field.
Experience	Five years of experience in Human Resources Administration directly related to the position's functional area, including at least one year of Human Resources management experience.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Advanced
Math	Intermediate
Writing	Advanced
Managerial	Receives limited direction.
Budget Responsibility	Approves staff expenditure requests and recommends program purchases to Human Resources Director.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computers, printers and related software.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.