

Menlo Park Fire Protection District

Human Resources Manager

(Non-safety, full-time, exempt, unrepresented management, benefited position)

Class Description

DEFINITION

Under general direction, assists in planning, organizing, managing, and providing administrative direction and oversight for major functions and activities of the human resources function, including recruitment and selection, employee benefits administration, job analysis and classification, compensation, labor negotiations, employee training and development, and general human resources administration; assists in coordinating assigned activities with other District divisions, outside agencies, and the public; fosters cooperative working relationships among District divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Administrative Services Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Administrative Services. Exercises general and direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that oversees, directs, and participates in major activities and programs of the human resources function and is responsible for providing professional-level support to the Director of Administrative Services in a variety of areas. Responsibilities include performing and directing many of the department's day-to-day administrative functions and assisting in short- and long-term planning, development, and administration. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other District divisions and public agencies. This class is distinguished from the Director of Administrative Services in that the latter has overall responsibility for all District administrative functions and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Assumes management responsibility for major human resources functions and activities, including recruitment and selection, employee benefits administration, job analysis and classification, compensation, labor negotiations, employee training and development, and general human resources administration.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
3. Assists in managing and participates in the development and administration of the annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies;

directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

4. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Director of Administrative Services.
5. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Director of Administrative Services; directs the implementation of improvements.
6. Meets and confers with department staff regarding interpretations of human resources policies and procedures.
7. Acts as chief spokesperson and co-chair in negotiating employee labor contracts; assists in the development of bargaining strategies; communicates and conducts presentations for the Director of Administrative Services, Fire Chief, and the Board of Directors on progress of negotiations.
8. Serves as a liaison for the department with other District divisions, and outside agencies; attends meetings in various locations; provides staff support to commissions, committees, and task forces; represents the department to other District divisions and outside agencies; explains and interprets departmental programs, policies, and activities.
9. Conducts a variety of departmental, organizational, and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
10. Attends and participates in professional group meetings; stays current regarding new trends and innovations in the field of human resources and other types of public services as they relate to the area of assignment.
11. Maintains and directs the maintenance of working and official departmental files.
12. Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
13. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects to the Board of Directors and Fire Chief, as assigned by the Director of Administrative Services.
14. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
15. May act as Trustee for District on Deferred Compensation 457 Plans, Worker's Compensation, OPEB, Dental Plan Reimbursements and appeals, Retiree Medical Reimbursements, BAERS Board, and Post Employment Health Plan (PEHP).
16. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
2. Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
3. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
4. Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
5. Principles and practices of comprehensive human resources program development, implementation, and management in a municipal setting.

6. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
7. Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
8. Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
9. Modern office practices, methods, and computer equipment and applications related to the work.
10. English usage, grammar, spelling, vocabulary, and punctuation.
11. Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
12. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of human resources programs and administrative activities.
- Conduct effective negotiations and effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in human resources management, public or business administration, or a related field and five (5) years of progressively responsible experience in human resources administration and employee relations, including three (3) years of supervisory experience. Graduate coursework in a related field is preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Approved: October 2007

Revised Date: June 2013

Former Titles:

Abolished:

Bargaining Unit: Unrepresented Management

ADA Review:

DOT:

Physical: Class

Status: Exempt

EEOC Category:

Resolution #: 1658-2013

Resolution Date: August 20, 2013