



City of Los Altos
Job Description – Human Resources Manager
Non-represented, At-will
Exempt position

Definition:

Under general direction, plans, organizes, and directs the Human Resources Division which includes the functions of Labor and Employee Relations, Recruitment and Examination, Classification and Compensation, and Benefits. The Human Resources Manager serves as a member of the city's executive team. The Human Resources Manager serves in the capacity of a true business partner to department heads, managers, and supervisors. The Human Resources Manager is a trusted advisor and advocate for both the City and staff.

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. Responsible for overseeing all functions and operations related to the city's human resources programs; recruitment and selection, classification and compensation, and employee and labor relations; researches and implements new program methods and best practices.
2. Develops and maintains equitable and competitive classification and compensation programs.
3. Develops and oversees the Division budget and goals.
4. Manages and coordinates activities related to recruitment, examination, and selection.
5. Conducts comprehensive classification studies, classification audits and provides audit recommendations.
6. Oversees employee benefit programs and ensures benefit plan compliance.
7. Provides counsel and direction regarding employee relations and organizational development matters, including performance evaluations, corrective actions, grievance and disciplinary investigations and negotiation preparation.
8. Coordinates cost analysis on negotiation proposals; drafts contract language; administers labor agreements and represents the City in labor and management issues.
9. Coordinates city wide employee trainings, wellness initiatives, health and wellness fair and employee service awards.
10. Researches, develops, interprets, and administers Human Resources policies and procedures.
11. Stays current on local, state, and federal legislation affecting public sector labor law.
12. Manages leave of absence program and ensures CFRA/FMLA/FEHA/ADA compliance.
13. Oversees the workers compensation program and partners with third party administrator on claims.
14. Achieves and maintains harmonious and mutually beneficial management-employee relations, including successful labor memorandum negotiations and day to day administration of working relationships with employee associations and unions in a positive and productive way.
15. May oversee and deliver special projects.
16. Performs related duties and responsibilities as required.

MINIMUM POSITION REQUIREMENTS:

KNOWLEDGE OF:

The principles and practices of human resources administration, including Recruitment, Examination, Classification, Compensation, Employee Benefits, Payroll and Labor Relations; applicable federal, state and local agencies, laws, codes, and regulations related to the area of assignment; research methods and statistical analysis; methods and techniques of record keeping and report preparation; proper English usage, spelling and grammar; the principles and practices of management, supervision and training; principles and practices of public administration; and the role of human resource functions in a municipal agency.

ABILITY TO:

Plan, organize and manage human resources division activities; develop and maintain positive working relationships with department heads, managers and staff; promote a culture of inclusivity and camaraderie within City staff; resolve conflicting situations with collaborative outcomes; understand, analyze, interpret and explain laws, regulations, policies, contractual agreements; develop and implement operational policies and procedures; prepare and present comprehensive and clear reports and recommendations regarding complex technical issues; ensure completion of projects in a timely manner; analyze data and/or problems, identify potential solutions, project consequences of proposed actions, and implement recommendations; prepare narrative, statistical and technical reports; analyze existing systems, processes, and procedures, evaluate alternatives and make creative recommendations; plan, organize, and prioritize work assignments; make formal and informal presentations; supervise, train, and evaluate personnel; counsel employees, supervisors and managers; assist in contract negotiations; collaboratively develop and implement innovative processes and practices, and gain cooperation through discussion and persuasion; communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND EDUCATION: *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:*

- Possession of a bachelor's degree from an accredited college or university in business administration, human resources, public administration, or related field.
- Five years of increasingly responsible experience in human resource administration, including two years of supervisory/management responsibility in designated area(s) to include benefit administration, payroll, talent acquisition, classification and compensation, employee/labor relations, learning and organizational development, workers' compensation, leave management, or a related field.
- Public Sector professional level Human Resources experience is highly desirable.
- Possession of a valid California Driver's License.

IDEAL CANDIDATE POSSESSES THE FOLLOWING CHARACTERISTICS: Is highly professional, patient, respectful, and ethical; possesses excellent problem-solving skills and a can-do attitude; is able to effectively balance professional working relationships with staff, management and peers. Communicates effectively and proactively both verbally and in writing; enjoys working in a small-town atmosphere with an engaged public, including retailers, property owners and residents.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer. 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 typewriter keyboard, 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 up to 25 pounds.

COMPENSATION & BENEFITS: The salary range for this position ranges from \$149,231.70 up to \$181,392.07 annually. Placement within the range will be DOE.

This position is at-will and the full terms and conditions of this position will be subject to an employment contract.

The benefits package offered by the City includes:

- Retirement: CalPERS retirement plan for Classic members is 2% @ 60 with employee paying a contribution of 7%. PEPRAs employees participate on a 2.0% @ 62 plan, with employee paying 6.75% of the retirement contribution. Benefits based on highest three years of compensation. The City does not participate in Social Security.
- Health Plans: Choice of HMO or PPO plans through CalPERS Health with most family plans covered at 100%. Employees who waive coverage may receive stipend of \$350 per month.
- Dental/Vision: City offers a dental and vision reimbursement plan.
- Vacation Leave: Management new hires may combine previous years of experience from other public agencies to receive increased accrual rate.
- Flexible Spending Plan: Dependent care and health care reimbursement plan available.
- Deferred Compensation: Voluntary participation in either Nationwide or ICMA-RC.
- Holidays: 10 annual holidays, plus one floating holiday.
- Vacation: 10 days annually.
- Sick Leave: Allowance of 12 days annually.
- Management Leave: Allowance of 80 hours each fiscal year.
- Cell phone allowance: \$35.00 per month.
- The City follows a Defined 9/80 schedule with offices closed every other Friday.

APPLICATION PROCEDURE: A completed City application, cover letter and resume must be received online.

RECRUITMENT PROCESS:

The recruitment will remain open until the position is filled. Prior to hire, candidates will be required to successfully complete a pre-employment process, including a livescan background investigation. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

This position is open until filled with a first review date of Tuesday, May 4, 2021.

To apply online:

<https://www.losaltosca.gov/adminservices/page/welcome-human-resources>

EQUAL OPPORTUNITY EMPLOYER

The City of Los Altos is an equal opportunity employer and does not discriminate in employment on the basis of a person's race, religious creed, color, national origin, ancestry, mental or physical disability, medical condition, marital status, sex, age or sexual orientation. Candidates with a disability, which may require special assistance in any phase of the application or testing process, should advise City of Los Altos upon submittal of application. Documentation of the need for accommodation must accompany the request.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.