**City of Oceanside**

**Revision: January 2006**
**Job Code:**
**Unit: Unrepresented Mid-Mgt**

# Human Resources Division 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*

## DEFINITION

Under general direction, to plan, organize, and administer classification and compensation, recruitment and selection; employee/employer relations; training; development and administration of Human Resources related policies and procedures; to perform other related responsibilities as assigned.

## CLASS CHARACTERISTICS

This position is expected to exercise initiative and independent judgement in carrying out a variety of administrative assignments, policy development, and is responsible for all aspects of the assigned program management, including the supervision of employees providing professional, technical and clerical support. This position is distinguished from the Analytical series as the advanced specialist or resource expert in the assigned area that provides administrative support to the Human Resources Director.

**EXAMPLES OF DUTIES:** Examples of duties performed by employees in this lass may not include all required duties.

Plans, organizes, manages and evaluates Human Resources programs including recruitment and selection, classification and compensation, wage administration, training, and employee/employer relations; directs, coordinates, and supervises, through subordinate professional and technical staff, the development and implementation of the recruitment and selection; the administration of the municipal classification and compensation plan; coordinates bargaining unit contract requirements with employee benefits and payroll Human Resources; prepares and implements Human Resources relates policies and procedures; analyzes and recommends changes in Human Resources programs; prepares specifications and bids for contract services; participates in labor relations; reviews, analyzes and develops recommendations regarding the impact of state federal and local legislation related to assigned program areas; may assist management in disciplinary, grievance and performance evaluations; serves as an advisor to the Human Resources Director on Human Resources rules, regulations and policies, employee/employers relation; interprets memorandum of understanding; prepares staff reports and conducts management studies relative to Human Resources department programs; participates in the development and administration of the Human Resources Department budget; performs other work as required.

## MINIMUM QUALIFICATIONS
## KNOWLEDGE

Principles and practices of Human Resources management;
Principles and practices of recruitment and selection;
Principles and practices of classification and compensation;
Principles and practices of program planning and implementation;
Principles, practices and terminology used contract language;
Federal, state, and local Human Resources rules, regulations, codes and laws;
Budget development, analysis and implementation
Principles and practices supervision and training

**ABILITY**

Develop and manage recruitment and selection, classification and compensation, employee/employer relations and training programs;
Interpret and make recommendations and decisions in accordance with laws, regulations, policies and procedures
Research , analyze, and prepare comprehensive reports and recommendations
Direct, evaluate and supervise the work of assigned staff
Establish and maintain effective record keeping systems;
Effectively communicate orally and in writing;
Utilize computer systems to enter and retrieve data;
Maintain effective working relationships with employees, management, attorneys, other governmental organizations and the general public.

**Experience and Training Qualifications**

**Experience:** Five years of progressively responsible professional experience in Human Resources management in a centralized human resources/ Human Resources organization.

**Education/Training:** Graduation of from an accredited college or university with a Bachelor's degree in Human Resources Management, Business Administration, Public Administration Industrial/Organizational Psychology or a closely related field. A Master's degree is highly desirable.

**License:** A valid California driver license (Class C or higher) will be required at the time of appointment and must be maintained throughout employment.

**WORKING CONDITIONS**

**Environmental Conditions:** Primarily office environment: exposure to computer screen

**Physical Conditions:** Essential and marginal functions may require maintaining physical condition necessary for sitting prolonged periods of time.

Human Resources Manager 11/15/00 cm