

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

HUMAN RESOURCES SUPERVISOR

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by City Council:	December 3, 2012
Classification Series:	Human Resources	Resolution No.:	2012-70
FLSA Status:	Exempt		

*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 direction of the City Manager this mid-management position administers, coordinates and participates in a wide variety of professional-level Human Resources functions such as recruitment and selection, classification, compensation, employee benefits, employee relations, contract negotiations, equal employment opportunity, safety, workers' compensation, employment and training and performs other related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Develops plans, organizes, directs, supervises and/or evaluates the activities of the Human Resources Division;
- Assist in the development and administration of the Division budget, supervision, training and evaluation of staff members;
- Development and implementation of Human Resources policies and procedures;
- Performs increasing difficult and responsible duties relating to various aspects of Human Resources administration;
- Interprets the Personnel Rules and Regulations, MOU's, Civil Service Rules and Regulations, salary schedules and other relevant documents;
- Conducts surveys, develops and gathers data, conducts analysis of data used in Labor Relations contract negotiations, participates in negotiations and contract administration;
- Performs independent research and analysis of Human Resources issues and submits recommendations;
- Prepares written reports and makes formal oral presentations to managers, executives, City Council, Civil Service Commissioners, and community-based organizations;
- Serves as staff and Secretary to the Civil Service Commission; schedules and conducts meetings; coordinates appeal hearings;
- Conducts studies and administrative investigations relating to Human Resources issues, Civil Service Appeals, discrimination complaints and grievances, prepares written reports of findings, and recommends appropriate action;
- Administers employee benefits programs;
- Coordinates Workers' Compensation program with third-party administrator;
- Performs classification studies and prepares classification specifications;
- Develops and administers standardized employment exams, performance test and oral boards; computes scores and may establish passing points and eligibility lists. Acts as staff coordinator in the assignment and review of all recruitment process;

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- Designs, coordinates and conducts training programs in human relations and organizational development issues;
- Assumes responsibility for ensuring that the duties of the position are performed in a safe, and efficient manner;
- Performs other related duties as assigned or as situations requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Sound Human Resources principles and practices;
- Methods of recruitment, testing and selection;
- Public Sector Employee Relations;
- Classifications, compensation and employee benefits;
- Workers' Compensation policies and programs;
- Good customer service practices;
- Complaint investigation and conflict resolution techniques.

Skills:

- Possess skills in word processing general correspondence, spreadsheets and reports using a personal computer and software applications;
- In planning, organizing and prioritizing work.

Ability to:

- Plan, supervise and administer the operation of the Human Resources Division;
- Supervise, lead, train, coach, motivate and evaluate professional, technical, and clerical employees;
- Prepare clear, concise, complete and accurate reports and schedules;
- Communicate effectively both orally and in written form;
- Respond in a timely and accurate basis to employee and public inquiries and complaints in a courteous and tactful manner;
- Foster a teamwork environment;
- Deal effectively with persons of various social cultural, economic and educational backgrounds, using tact and discretion;
- Establish and maintain effective working relationships with employees, public officials and the public;
- Maintain professionalism in attitude, attire, relationships, work product and confidentiality;

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- Understand and interpret provisions of the municipal code, MOU's, Civil Service Rules & Regulations, administrative policies and departmental rules and other City policies related to job duties;
- Review and evaluate employee's job performance;
- Foster a teamwork environment;
- Plan, organize and prioritize work duties and assignments;
- Provide leadership;
- Provide work instructions;
- Initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively managed workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Establish professional working relationships and resolve interpersonal conflicts;
- Handle confidential information with discretion;
- Work overtime as requested;
- Performs other related duties as assigned or as the situation requires;
- Develop necessary skills from on-the-job training and meet standards of performance or higher for the classification.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Graduated from an accredited college or university with a Bachelor's degree in Human Resources Administration, Business Administration, Public Administration, or other related field.

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Experience:

- Five (5) years of increasingly responsible experience in Public Sector Human Resources Administration and including two (2) years in a supervisory capacity which required the applicant to obtain general knowledge of the following areas recruitment, testing and selection, job analysis, classification and compensation, labor relations employee, training and development, safety, risk management and/or workers' compensation.
- Additional related experience may be substituted for the required education on a year-to-year basis to the extent that the experience has prepared the individual to perform the duties of the position.

License:

- A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.