



## JOB DESCRIPTION

### Human Resources Officer

Date Prepared: July, 2014

**SUMMARY:** Under administrative direction, plans, directs, manages and oversees the activities and operations of the City's Human Resources Division; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Develop plans and oversee a comprehensive personnel program including all aspects of development and maintenance of job descriptions and wage administration; equal employment opportunity, recruiting, testing, selection, placement, and employment procedures; processing personnel actions including new hires, transfers, promotions, position classification and/or salary changes; personnel training; workers' compensation; labor relations; benefits administration; evaluations; leaves of absence; resignations, retirements, terminations, and various other personnel-related actions.
- Supervise subordinate staff; set work priorities; create work schedules; provide training; conduct performance evaluations; reward and/or discipline employees.
- Prepare and administer the Human Resources operating budget; create the forecasting of funds for additional staff, equipment, materials, and supplies; prepare and submit final budget requests.
- Develop, coordinate, and oversee the maintenance of personnel record keeping procedures; supervise the processing of personnel transactions and the appropriate procedures for confidential personnel records; assist in resolving employee disciplinary matters and grievances; remain current, and serve as a resource for advising staff on laws, regulations, policies and procedures for human resources/labor relations functions.
- Develop, administer, interpret, and enforce personnel-related policies, administrative rules, regulations, and procedures; oversee administrative procedures to implement the City's health insurance benefit programs; research, compile, analyze, and summarize data on salaries, classification, benefits, or other personnel-related matters.
- Prepare federal and state reports, as required.
- Prepare and develop human resources information for employee handbooks and other administrative publications.
- Provide support to the Deputy City Manager, department heads, and other high-ranking officials on human resources related topics; participate on committees and task forces.
- Conduct employee relations activities; attend and/or conduct meetings with management and employees to resolve human resource issues, including employee discipline.
- Oversee the City's employee evaluation/merit program; ensure employee evaluations are conducted in an efficient, fair, and timely manner; ensure employee merit increases are correctly processed.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Bachelor's degree from an accredited college in Human Resource Management, Business Administration or a closely related field AND four years professional human resource administration experience, including two years in managing a phase of a major municipal human resource program.

### **Knowledge of:**

- City policies and procedures.
- Principles and practices of human resource administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Americans with Disabilities Act (ADA) regulations.
- Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) regulations.
- Principles and practices of records management and reporting.
- Principles and practices of project management.
- Principles and practices of strategic planning.
- Techniques of testing recruiting, and selection criteria.
- Mathematical and statistical computations.
- Record keeping and file maintenance principles and procedures.

### **Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying city, state, and federal policies, laws and regulations regarding human resource administration.
- Planning, organizing, directing, and coordinating the work of management, supervisory, professional, and technical personnel.
- Preparing clear and concise financial and administrative reports.
- Managing staff, delegating tasks, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with City Manager, department heads, managers, supervisors, employees, attorneys, third party administrators, benefit providers/carriers, external public and private agencies and the general public.
- Applying safe work practices.

## **LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing and walking. May be required to lift and carry items weighing up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and attend night meetings after regular working hours.

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Department Head Approval

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Date

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Personnel Officer Approval

\_\_\_\_\_  
Date