

CITY OF FONTANA
HUMAN RESOURCES MANAGER (HRM)

DEFINITION: The Human Resources Manager reports directly to the Director of Human Resources & Risk Management with limited direction and provides both direct and indirect supervision to human resources staff. The incumbent is responsible for managing, overseeing, coordinating, and planning a full range of highly responsible complex, advanced and confidential professional human resources functions. These include the development, implementation, and administration of HR programs and services across multiple functional areas.

Key responsibilities include overseeing recruitment and selection, classification and compensation, salary administration, employee and labor relations, benefits administration, HRIS, performance management, employee engagement, and training and development. The Human Resources Manager also supervises technical and clerical personnel and serves as the office manager.

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

- Participates in the development, implementation, and management of the Department's new or revised human resources programs, systems, procedures, and methods of operation.
- Manages the administration of the employee and labor relations activities, discipline, and grievance processes.
- Manages recruitments and selection, screens employment applications, and ensures applicants meet or exceed minimum qualifications; assess, interviews, and evaluates candidates according to qualifications and provides coordination for volunteers.
- Develops, curates, and proctors written exams and technical interviews; improves testing methods utilized; collects, monitors, and analyzes testing results.
- Manages, supervises, directs, supports, and evaluates clerical and technical staff; provides performance feedback and handles disciplinary actions and terminations.
- Establishes and maintains effective working relationships with contractors, consultants, and vendors to support contract negotiation, implementation, and ongoing coordination, with guidance from leadership as needed.
- Develops, curates, administers, and coordinates city-wide training programs.
- Interprets, clarifies, and develops personnel policies and procedures; responds to requests for information and assistance from employees, management, outside agencies, and the public.
- Coordinates assigned activities with those of other departments and outside agencies and organization; responds to requests for information and advises City departments, outside agencies, and the general public on City personnel rules and regulations.

- Coordinates, manages, and administers a variety of special programs and departmental projects.
- Communicates effectively, both orally and in writing.
- Demonstrates initiative and independently manages workload to meet established deadlines with minimal supervision.
- Establishes and maintains cooperative working relationships with those contacted in the course of work.
- Maintains prompt and regular attendance.
- Sound judgment and attention to detail.
- Performs any other tasks or functions deemed necessary to the daily operations of the employer; employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work-related documents. Acute hearing is also required when providing phone and counter assistance.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge and abilities of:

Knowledge to:

- Principles, methods and procedures utilized in Human Resources management.
- Applicable federal and state laws and regulations.
- Principles and practices of public personnel administration.
- Understanding of organizational policies, procedures, and best practices.
- Principles of organization and management.
- Statistical concepts and methods.
- Principles and practices of budget administration.
- Effective supervisory and personnel management practices and procedures.
- Effective customer service techniques and principles.

Ability to:

- Use a personal computer, telephone, and other electronic devices, to access information, complete documentation, and communicate effectively.
- Understand and follow both oral and written instructions accurately.
- Identify issues, evaluate data, and implement effective solutions (problem solving).
- Manage multiple priorities and meet deadlines.

- Work collaboratively with others in a team environment.
- Make sound decisions in a timely manner.
- Manage and resolve conflicts or disagreements constructively.
- Supervise, motivate, and train members effectively.

Ability to perform tasks accurately and thoroughly, with a focus on quality.

EXPERIENCE AND EDUCATION:

A Bachelor's Degree from an accredited college or university in human resources management, public, or business administration or a closely related field AND seven (7) years of increasingly responsible relevant experience in human resources management, strategic planning, budgeting practices, including five (5) years of supervisory experience. Experience in a public agency setting is highly desirable. Master's degree preferred.

LICENSES AND/OR CERTIFICATIONS Possession of, and continuously throughout employment, a valid CA Driver's License.

SUPPLEMENTAL INFORMATION: Incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.