CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Human Resources Manager** **E-PLAN SG:E2-10 CS:N FLSA:N**

DEPARTMENT: **Human Resources** **EEO4CODE:PR**

JOB SUMMARY:

Plans, organizes and manages the day to day operation of the City's Human Resources Department. Under the direction of the Deputy Administrator, oversees the functions of labor relations, employee relations, classification and compensation, recruitment, civil service administration, employee development and training, performance management and policy development and administration. Advises departments concerning a variety of human resources matters such as labor relations, employment practices and policy implementation. Supervises Human Resources staff, organizes workloads and staff assignments and hires, trains and evaluates staff. Working collaboratively, makes recommendations to the Deputy Administrator on strategy and policy to ensure that the City's mission and values are incorporated into operational activities and services.

SUPERVISORY RELATIONSHIP:

Reports to the Human Resources Director who provides oversight and general direction. Works independently, under the guidance of City and departmental policies and procedures, union contract provisions and other applicable governmental regulations. Supervises human resources staff. Consults with, and works collaboratively with, Human Resources colleagues and management of other City departments.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Manages labor relations for the City of Bellingham by conducting labor/management meetings; resolving labor complaints, disputes and grievances; ensures labor contracts are implemented accurately; and provides technical advice and interpretation to management and employees.

2. Works closely with City administration to ascertain City interests and employee interests requiring resolution or contract clarification. Researches, analyzes and prepares data and makes recommendations for labor negotiations. Serves as Chief Spokesperson or key staff liaison in contract negotiations. Drafts contract proposals and calculates cost/savings of proposals. Monitors ongoing contract administration.

3. Performs or directs the performance of a variety of professional human resource programs and services including employee relations, recruitment and selection, classification analysis, compensation administration, employee development and training, performance management, the Civil Service system and Human Resources Information System (HRIS). Maintains knowledge of current trends and best practices in program areas.

4. Plans, directs and evaluates the operations and functions of the Human Resources Department. Organizes workloads and staff assignments to achieve goals with available resources. Supervises the work of human resources staff to include the hiring, training and evaluation of staff; provides leadership, coaching and mentoring.

5. Develops, recommends and implements short and long range plans for the human resources program; develops and recommends to Deputy Administrator integrated personnel policies and procedures for all aspects of human resources management; monitors effectiveness of human resources programs and services; recommends modifications to personnel policies and procedures as well as management practices.

6. Serves as technical advisor and provides professional guidance to the Deputy Administrator, Department Directors and employees in matters related to human resources programs and services.

7. Investigates complaints and/or allegations of employee misconduct by performing investigations or overseeing the work of staff and/or investigators; ensures investigations and findings are concluded in a valid manner and makes recommendations to management regarding appropriate action.

8. Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned areas to ensure sound fiscal control; prepares annual budget requests for review of Deputy Administrator; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

ADDITIONAL WORK PERFORMED:

1. Performs other related duties within scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Principles and practices of labor relations, including negotiations and contract administration practices, and developing human resources trends, especially as they apply to the areas of employee and labor relations.
- Principles and practices and techniques of public personnel administration, including recruitment, testing and selection, classification, compensation, EEO/affirmative action, employee relations, employee development and performance planning and appraisal.
- A working knowledge of federal and State employment and labor law, Civil Service Rules, and City human resources policies and procedures and the ability to interpret for others complex guidelines, codes, labor contracts, regulations, policies and procedures.
- A working knowledge of employee benefits and the Affordable Care Act.
- Excellent oral communications skills with groups and individuals. Strong public presentation skills.
- The ability to establish and maintain effective working relationships with department managers, the Civil Service Commission, public officials, employees and their representatives, job applicants, and the general public.
- Management skills including problem analysis and decision-making, strategic and project planning and organizing, interpersonal sensitivity, adaptability/flexibility, tolerance

for ambiguity, stress tolerance, maintenance of composure, time management and the ability to solve problems with and for individuals and groups.

Skills in:

- Using spreadsheets, word processing, and database management software. Excellent writing skills for reports, correspondence, case summaries, policies, findings of fact, class specifications, test construction, and other human resources applications. Communicating tactfully with superiors, peers, other government agency representatives and the general public;
- Excellent oral communications skills and the ability to establish and maintain effective working relationships with department managers, the Civil Service Commission, labor representatives, public officials, employees, job applicants, and the general public, as well as the Human Resources staff.

Ability to:

- Participate in and contribute to the development, implementation and administration of comprehensive employee and labor relations programs.
- Represent the City effectively in dealings with employees and employee organization representatives on a variety of labor relations and collective bargaining issues.
- Collect, compile, and analyze complex information and data.
- Prepare clear, concise accurate and persuasive reports, correspondence, analytical studies and other written materials.
- Research, both conceptual and statistical, and writing skills for policies, reports, and other documents in support of the development and enhancement of the City's personnel system.
- To explain and interpret for others complex guidelines, codes, regulations, policies and procedures.
- Maintain consistent and punctual attendance.
- Willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
    - correctable visual acuity to read a computer screen and a typeset page;
    - fine finger dexterity to manipulate computer keyboard and mouse; and
    - ability to talk and hear sufficiently to serve internal and external clients.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with extensive time spent at a computer workstation. Works in an environment with frequent interruptions. May be exposed to highly stressful situations and individuals who are angry or hostile. Travel to and from City facilities on a daily basis is required. Some travel to professional meetings required.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in Human Resources, Business Administration, Public Administration or a related field required. Master’s degree preferred.
- Four years of experience in a comprehensive human resources program in a unionized environment with progressively responsible experience in labor relations and negotiations.
- Two years of supervisory or lead experience preferred.

OR

- Equivalent combination of education and experience as a Human Resources Analyst, Senior Human Resources Analyst or equivalent position providing oversight in labor relations.

AND

- Demonstrated experience and ability in analytical research and labor contract costing.
- Relevant experience with a public sector employer preferred.
- Professional in Human Resources or Senior Professional in Human Resources (PHR/SPHR) designation preferred.

NECESSARY SPECIAL REQUIREMENT:

Employment contingent upon passing a criminal conviction and local background check.

PREPARED BY: K. Luxtrum
A. Sullivan
12/14

REVIEWED BY: _____
Camille Gatza
Interim Human Resources Director