



CITY OF GRENADA

Annual Salary Range
Human Resources Manager
\$*** - \$*******

JOB DESCRIPTION
Human Resources Manager

GENERAL PURPOSE

Under administrative direction, plans, manages, oversees, and directs the operations and services of the Human Resources Division, including recruitment, selection, employee and labor relations, classification, compensation, benefits, training, and Workers' Compensation; coordinates activities with other City officials, departments, outside agencies, and organizations; oversees and maintains records and personnel files; serves as a technical resource for the City Council, City Manager, and other City personnel; performs other related duties as required.

The Human Resources Manager is the administrative management level class responsible for the overall planning, organizing, and administration of the City's Human Resources Division. The incumbent is expected to perform the full scope of assigned duties.

ESSENTIAL DUTIES & RESPONSIBILITIES:

(Include but are not limited to the following)

- Accepts management responsibility for all of the City's Human Resources related activities and services, including recruitment and selection, employee and labor relations, classification, compensation, benefits administration, training, and Workers' Compensation; creates, implements, coordinates, and manages personnel policies and procedures, employee performance evaluation systems, and unemployment claims; coordinates services with other departments.
- Develops, implements, and maintains the Human Resources Division's goals, objectives, policies, and priorities for appropriate service areas; ensures that established goals and priorities are achieved.

- Plans, directs, assigns, and coordinates the Human Resources Division's work plan through appropriate Division staff; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Reviews and evaluates service delivery methods and systems, including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services.
- Oversees the selection, training, and evaluation programs for Division personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; executes disciplinary action and recommends termination procedures.
- Advises management and employees regarding all personnel matters, including disciplinary procedures, and interpretation and application of the personnel rules and organizational policies and procedures.
- Initiates special studies for meet and confer purposes; conducts classification and salary studies and makes recommendations to the City Manager; initiates, conducts and/or oversees investigations relative to complaints of discrimination and/or harassment; provides assistance and guidance to Divisions in the use of and appropriate procedures to follow in taking disciplinary actions against employees.
- Administers the citywide employee benefit and retirement program activities through contract administration and outside provider services.
- Manages and coordinates the development of the Human Resource Division's budget; monitors and approves expenditures; advises appropriate program personnel on budget matters; makes adjustments to the budget as necessary.
- Provides assistance to the City Manager, City Council and all City Staff; serves as a technical resource; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment; prepares correspondence, reports, and makes recommendations to the City Manager.
- Reviews, develops, and implements comprehensive personnel record keeping system; maintains and updates the classification and compensation plans.
- Attends and participates in professional and community meetings; stays current on issues relative to the fields of human resources, benefit administration, Workers' Compensation, and service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints; establishes and maintains a customer service orientation within the Division.
- Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.