SAN JUAN COUNTY

POSITION DESCRIPTION

Position Title: Human Resources Manager
Date: April, 2002

Reports to: County Manager
Department: Office of the County Manager

FLSA Status: Exempt
Positions Supervised: one

BASIC FUNCTION: The Human Resources Manager is a trained professional in personnel management who recommends management policy, plans and directs various human resources programs such as wage and salary administration, employee and labor relations, recruiting and employment, performance evaluation, and employee benefits under the direction of the Administrative Services Director. The position serves under an at-will contract and is appointed with the concurrence of the County Administrator. The incumbent exercises considerable independent judgment and discretion in coordinating functions with all County elected and appointed officials, supervisory and line staff as well as with representatives of governmental or other entities affected by or working with the County. Work is evaluated by the Administrative Services Director as to accomplishment of goals.

MINIMUM QUALIFICATIONS: A Bachelors Degree in Human Resources or closely related field and minimum of five years experience in personnel and labor relations management, including two years in a supervisory position; OR any equivalent combination of education, training and experience which provides the knowledge, skills and abilities to perform the essential job functions. Experience negotiating collective bargaining agreements desirable.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Administer recruiting and employment procedures, including establishment of hiring procedures, solicitation, coordination with departments and maintenance of employment application records; establishes employee orientation and exit interviews procedures.

*2. Assure proper maintenance of official personnel records; prepare periodic statistical reports such as employee master list, job activity, and turnover.

*3. Administer wage and salary programs: prepare job descriptions; coordinate and direct the review of position descriptions by the Classification Committee; recommend classification based upon evaluation; conduct compensation surveys; maintain classification schedules; prepare compensation policy recommendations; exercise approval authority or recommend BOCC action on all employee wage changes, classification changes and all other personnel actions as assigned.

*4. Administer employee benefits: medical, retirement, and others as applicable. Interpret rules, policies, and labor agreements to guide supervisors concerning vacations, holidays, sick leave, bereavement leave, etc.

*5. Prepare and revise as needed the personnel policy manual for recommendation to and adoption by the County Council. Prepare interpretive and explanatory memoranda concerning policies and procedures as needed.
Position Title: Human Resource Manager

Page 2

*6. Maintain updated knowledge of laws, regulations, court decisions, and developments affecting personnel management; communicate to others.

*7. Conduct research, studies and surveys and be responsible for the negotiations of labor contracts. Prepare negotiations policy recommendations. Solicit proposals and problem issues from managers and recommend proposals for bargaining. Keep managers informed of negotiation progress. Provide support to consultants and attorneys conducting or advising regarding negotiations.

*8. Prepare and/or administer as directed employee communications and notices.


*10. Administer management training program within available resources: identify special training needs of individual supervisors and of management as a group; recommend, develop and present training programs and/or obtain outside training assistance; support managers in self-improvement as supervisors.

*11. Administer employment-related programs including unemployment compensation, workers' compensation, affirmative action. Investigate cases, represent County at administrative hearings, and take steps necessary to control costs.

*12. Investigate employment-related complaints and grievances.

13. Provide support to management in interpretation and application of labor contracts, policies and procedures, rules of conduct, and other applicable matters affecting the work environment. Provide ideas and materials for improvement of employee performance, morale and productivity. Encourage development and maintenance of good employee relations.


15. May act for the Administrative Services Director as assigned.

*16. Directs the work of Personnel Analyst.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and walking. This position frequently requires continuous hand and finger movement. This position requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position regularly requires the ability to calculate mathematical problems.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th># of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>2</td>
<td>Daily: x</td>
</tr>
<tr>
<td>Copy machine</td>
<td>1</td>
<td>Weekly: x</td>
</tr>
<tr>
<td>Fax</td>
<td>.5</td>
<td>Monthly: x</td>
</tr>
<tr>
<td>Computer</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Work is normally performed in an office environment with visits to other departments and work sites.