

Honorable Mayor and Members
of the City Council
City Hall
Torrance, CA

SUBJECT: City Manager – Approve the proposed class specification for Human Resources Administrator.

EXPENDITURE: None - There is no cost to implement the class specification.

RECOMMENDATION

Recommendation of the City Manager and the Civil Service Commission that City Council approve the class specification for the Human Resources Administrator.

FUNDING: None – this is for the approval of the class specification only.

BACKGROUND

The Human Resources Director retired in March 2011 and the Human Resources Department has been restructured as a Division of the City Manager's Office. As a result, the position of Human Resources Administrator has been created to provide oversight of the Division and to add new areas of responsibility such as Marketing and Organizational Development to the Human Resources function. The Civil Service Commission approved the proposed class specification at their meeting of November 26, 2011.

Anticipating approval of the program modification presented to your Honorable Body for the Human Resources Department reorganization, staff has created the Human Resources Administrator classification.

ANALYSIS

The primary duties of the classification include direction, planning, organizing and directing the programs and systems to support City Departments which include marketing and recruitment, selection, classification, compensation, benefit administration, organizational development, employment services, employee relations and Human Resource Information Systems (HRIS).

The Qualification Guidelines section includes knowledge and ability statements required at entry and those required to successfully perform the duties as an incumbent gains experience in the position.

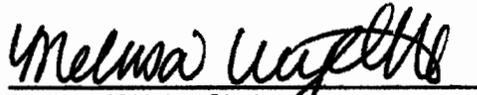
The Experience and Education Section describes the required experience and certification for the position as follows:

Any combination of education and experience that would provide the required Knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Graduation from a college or university with a Bachelor's degree in Business Administration, Public Administration, Psychology and six years of increasing responsible experience in the field of Human Resources including classification and compensation, recruitment and selection, organizational and workforce development, employment services, or employee relations, at least two years must have been at a lead or technical supervisory capacity for a human resources function.

Master's degree in Public or Business Administration, Industrial/Organizational Psychology or a related field is desirable.

Respectfully submitted,
CIVIL SERVICE COMMISSION


Melissa Wright, Chair


Melody P. Lawrence
Human Resources Manager

NOTED:


LeRoy J. Jackson
City Manager

Attachments: Civil Service Commission Item re: Class Specification November 26, 2012

November 26, 2012
Commission Meeting

Honorable Chair and Members
of the Civil Service Commission
City Hall
Torrance, CA

Subject: Approval of the Class Specification for Human Resources Administrator

RECOMMENDATION

The Human Resources Manager recommends that your Honorable Body approve the class specification for the Human Resources Administrator and forward it to the City Council for adoption.

BACKGROUND

The Human Resources Director retired in March 2011 and the Human Resources Department has been restructured as a Division of the City Manager's Office. As a result, the position of Human Resources Administrator has been created to provide oversight of the Division and to add new areas of responsibility such as Marketing and Organizational Development to the Human Resources function.

The proposed class specification for Human Resources Administrator (Attachment I) is submitted for your review and approval.

ANALYSIS

The primary duties of the classification include direction, planning, organizing and directing the programs and systems to support City Departments which include marketing and recruitment, selection, classification, compensation, benefit administration, organizational development, employment services, employee relations and Human Resource Information Systems (HRIS). The following are primary duties performed by the position:

- Plans, organizes and directs the functions of the Division through subordinate managers, professional and support staff including marketing and recruitment, selection, classification, compensation, benefit administration, organizational development, employment services, employee relations and Human Resource Information Systems (HRIS).
- Provides leadership ensuring that marketing, recruitment and selection practices encourage outreach to diverse applicant populations and ensures the testing and selection process is directly job related, current and sensitive toward applicants of varied backgrounds.
- Aligns the human resources functions with the needs of the departments in support of the City's Strategic Plan.
- Manages the development and implementation of the goals, objectives, policies and priorities for the division; establish appropriate service and staffing levels; allocate resources accordingly.
- Approves the forecast of funds needed for staffing, equipment, materials and supplies.
- Approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Establish long-term strategic goals and vision for the division.
- Participates in major city organizational development studies and interventions; meets with department management to discuss needs and contract for interventions; plans and conducts intervention meetings, team building, and problem solving exercises.

The Qualification Guidelines section includes knowledge and ability statements required at entry and those required to successfully perform the duties as an incumbent gains experience in the position. Examples of Knowledge and Abilities statements are listed below:

Knowledge of:

- Principles and practices of public personnel administration including job analysis and classification methods, recruitment and selection, compensation and benefits administration, and employee and organizational development.
- Organizational and management practices as applied to the analysis and evaluation of human resources programs, policies and organizational needs.
- Laws, rules, regulations, court decisions, and legal interpretation concerning personnel matters such as selection, compensation and fringe benefits.

Ability to:

- Principles and practices of public personnel administration including job analysis and classification methods, recruitment and selection, compensation and benefits administration, and employee and organizational development.
- Organizational and management practices as applied to the analysis and evaluation of human resources programs, policies and organizational needs.
- Laws, rules, regulations, court decisions, and legal interpretation concerning personnel matters such as selection, compensation and fringe benefits.

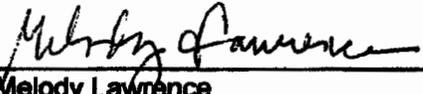
The Experience and Education Section describes the required experience and certification for the position as follows:

Any combination of education and experience that would provide the required Knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Graduation from a college or university with a Bachelor's degree in Business Administration, Public Administration, Psychology and six years of increasing responsible experience in the field of Human Resources including classification and compensation, recruitment and selection, organizational and workforce development, employment services, or employee relations, at least two years must have been at a lead or technical supervisory capacity for a human resources function.

Master's degree in Public or Business Administration, Industrial/Organizational Psychology or a related field is desirable.

Respectfully submitted,

By 

 Melody Lawrence
 Human Resources Manager

CONCUR:


 Laura Lohmes
 Civil Service Manager

Attachments:

- 1) Proposed Class Specification for Human Resources Administrator

Human Resources Administrator

Definition

Under general administrative direction, plans, organizes and directs the programs and systems to support City Departments which include marketing and recruitment, selection, classification, compensation, benefit administration, organizational development, employment services, employee relations and Human Resource Information Systems (HRIS). Represents Human Resources to City management, the City Council and the community, and performs related work as required.

Distinguishing Characteristics

The Human Resources Administrator is directly responsible to the City Manager for the performance of duties and is distinguished from other managers in that the incumbent is responsible for managing the entire Division. Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational and technological problems.

Supervision Exercised/Received:

Receives general administrative direction from the City Manager; exercises direct supervision over managers, professional-level positions and office support personnel.

Examples of Essential Duties

The following duties represent the principal job duties; however, they are not all inclusive.

- Plans, organizes and directs the functions of the Division through subordinate managers, professional and support staff including marketing and recruitment, selection, classification, compensation, benefit administration, organizational development, employment services, employee relations and Human Resource Information Systems (HRIS).
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as coaches for improvement and development.
- Manages the development and implementation of goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Provides leadership ensuring that marketing, recruitment and selection practices encourage outreach to diverse applicant populations and ensures the testing and selection process is directly job related, current and sensitive toward applicants of varied backgrounds.
- Aligns the human resources functions with the needs of the departments in support of the City's Strategic Plan.
- Manages the development and implementation of the goals, objectives, policies and priorities for the division; establish appropriate service and staffing levels; allocate resources accordingly.
- Oversees and participates in the development and administration of the divisional budget.
- Approves the forecast of funds needed for staffing, equipment, materials and supplies.
- Approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Coordinates Division activities with those of other departments and outside agencies and organizations.
- Establish long-term strategic goals and vision for the division.

- Participates in major city organizational development studies and interventions; meets with department management to discuss needs and contract for interventions; plans and conducts intervention meetings, team building, and problem solving exercises.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Serves as advisor to the City Manager and Department Heads on personnel rules, regulations, policies, federal and state mandates, and employee relations matters.
- Makes determinations and decisions in the most difficult problems or issues, or in situations having a significant impact upon Human Resources programs or in the relationships with other City departments, or employees.
- Ensures compliance with City policies, contracts and ordinances, as well as Federal, State and local mandates.
- Keeps abreast of current principles and practices, technology, regulations and literature that apply to City information technology and communication projects and needs.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of human resources administration; incorporates new developments as appropriate.
- Prepares workforce management reports in anticipation of future vacancies as a result of employee attrition.
- Coordinates with City's Training Team to identify training needs based on projected organizational need.
- Attends various City, Council, staff and community meetings as required.

Examples of Other Duties:

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties.

- Participates on internal and external committees, boards, and task forces, as appropriate.
 - Performs related duties as required.
-

Qualifications Guidelines

Knowledge of:

- Principles and practices of public personnel administration including job analysis and classification methods, recruitment and selection, compensation and benefits administration, and employee and organizational development.
- Organizational and management practices as applied to the analysis and evaluation of human resources programs, policies and organizational needs.
- Laws, rules, regulations, court decisions, and legal interpretation concerning personnel matters such as selection, compensation and fringe benefits.
- Literature, periodicals, and other resources concerning current trends in personnel administration and employee relations.
- Legal terminology, practices and procedures for the conduct of administrative hearings.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Leadership, management and supervisory principles and practices.
- Principles and practices of budget preparation and administration.
- Applicable local, State and Federal regulations.
- High quality customer service methodology and principles.
- Project management methods and practices.
- General City operations.

Ability to:

- Plan, organize, assign, coordinate and manage the activities of professional and support staff, and outside contractors.
- Provide leadership and direction to facilitate collaborative work teams.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures.
- Analyzes and assesses programs, policies, and operational needs and makes adjustments.
- Identifies and responds to sensitive community and organizational issues, concerns and needs.
- Analyzes problems, identifies alternative solutions, projects consequences of proposed actions, and implements recommendations in support of goals.
- Develop and administer a divisional budget.
- Communicate effectively orally and in writing.
- Present proposals and recommendations effectively in public meetings.
- Think globally and carry out complex projects independently.
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private and community organizations, and other encountered in the course of work.
- Interpret and apply Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.
- Utilize a computer and other office equipment.
- Understand and carry out oral and written directions.

License or Certificate

None required

Education and Experience

Any combination of education and experience that would provide the required Knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Graduation from a college or university with a Bachelor's degree in Business Administration, Public Administration, Psychology and six years of increasing responsible experience in the field of Human Resources including classification and compensation, recruitment and selection, organizational and workforce development, employment services, or employee relations, at least two years must have been at a lead or technical supervisory capacity for a human resources function.

Master's degree in Public or Business Administration, Industrial/Organizational Psychology or a related field is desirable.

Special Requirements

Performance of the essential duties of this position includes the following physical demands and/or working conditions.

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as computers and calculators. Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.