CITY OF BURBANK

HUMAN RESOURCES MANAGER

DEFINITION

Under general direction, to manage, plan, and direct centralized human resources functions; and perform related work as required.

ESSENTIAL FUNCTIONS

Manages one or more sections within Management Services Department; manages, plans, and directs human resources administration including but not limited to recruitment and selection, job analysis, classification and compensation, youth employment, salary and benefit administration, employee training and development, the collective bargaining process, employee relations, investigation and disciplinary procedures, risk management, workers’ compensation, and safety; conducts studies and prepares and presents detailed and comprehensive oral and written reports with recommendations for solution of various human resources issues; evaluates effect of legislation on human resources programs and develops appropriate responses and legislative proposals; develops, implements, and evaluates policies, procedures, and programs; develops, implements, and manages sectional budgets; interprets and applies Memoranda of Understanding (MOU), City policies, Civil Service rules and regulations, municipal code, City charter, and salary ordinances; prepares and analyzes data for negotiations with employee organizations and may participate as a member of City management negotiating team; implements, maintains, upgrades, and tests Enterprise Resource Planning human resources and benefits systems; serves as a liaison to the Civil Service Board; advises employees and other departments to resolve human resource problems, analyze staffing needs, interpret human resource policies and procedures, and recommends effective courses of action; supervises, trains, evaluates, and develops employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – principles, methods, practices, and techniques of public administration; principles and practices of human resources administration including recruitment and selection, job analysis, classification and compensation, salary and benefit administration, employee training and development, the collective bargaining process, labor relations, disciplinary procedures, risk management, workers’ compensation, and safety; applicable local, state, and federal laws and legislation; principles and practices of sound personnel management and supervision.

- Ability to – conduct research, prepare studies, and analyze data for complex issues and present and implement effective solutions; prepare, administer, and monitor budgets; prepare and present comprehensive professional written and oral reports to a variety of audiences; develop, prioritize, and implement department goals, projects, programs, and policies; communicate effectively, both orally and in writing; maintain confidentiality; negotiate, implement, interpret, and administer various MOU’s, and other applicable City policies and regulations; establish and maintain effective working relationships with supervisors, fellow employees and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Bachelor’s degree in public administration, business administration, or a work related field, and three years of responsible experience in human resources analysis or related field, including one year of supervisory experience. NOTE: Completion of requirements for a master’s degree in public administration or work related field may be substituted for six months of the required experience.

SUPPLEMENTAL INFORMATION

A valid California Class “C” driver’s license or equivalent may be required at time of appointment.