

**RESOLUTION NO. 2009-187**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE  
RECLASSIFYING THE HUMAN RESOURCES MANAGER POSITION TO  
HUMAN RESOURCES DIRECTOR AND MODIFYING THE  
CLASS SPECIFICATION AND SALARY RANGE**

**WHEREAS**, the existing Human Resources Manager position role and responsibilities need to be modified to reflect the growing complexity of the City's Human Resources function and changes to the City's organizational structure; and

**WHEREAS**, the costs associated with the change in salary range are offset by a reduction in salary from the vacant Deputy City Manager position; and

**WHEREAS**, the title and class specification modifications are consistent with the position now reporting directly to the City Manager.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Elk Grove hereby restructures the Human Resources Manager roles and responsibilities by modifying the class specification, title and salary range as outlined below:

<b>DESCRIPTION</b>	<b>NEW</b>
Title:	Human Resources Director
Salary:	\$110,000 - \$150,000
Specifications	Exhibit A

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the City Council of the City of Elk Grove reclassifies the Human Resources Manager to Human Resources Director.

**PASSED AND ADOPTED** by the City Council of the City of Elk Grove this 23<sup>rd</sup> day of September 2009.



PATRICK HUME, MAYOR of the  
CITY OF ELK GROVE

ATTEST:



SUSAN J. BLACKSTON, CITY CLERK

APPROVED AS TO FORM:



SUSAN COCHRAN, CITY ATTORNEY

## EXHIBIT A



CITY OF ELK GROVE

### HUMAN RESOURCES DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under administrative direction of the City Manager, plans, organizes, administers, directs, and reviews the activities and operations of the Human Resources Department, including recruitment and selection, equal employment, classification and compensation, benefits administration, labor relations (including the negotiation and administration of agreements with employee organizations), and employee development and training programs and functions; provides human resources policy direction and oversight; provides expert professional assistance to City management staff in other divisions and departments regarding human resources and related matters; serves as a member of the City's Executive Team.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assumes management responsibility for assigned services and activities of the Human Resources Department including recruitment and selection, equal employment, classification and compensation, benefits administration, labor relations, and employee development and training programs and functions.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, organizes, administers, directs, and reviews the work plan for Human Resources Department staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Oversees and participates in the development and administration of the Department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
7. Serves as the liaison for the Human Resources Department with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
8. Advises and directs managers, supervisors, and employees in interpretation and application of human resources policies and procedures; provides technical expertise on human resources management related issues; evaluates current personnel policies and procedures and advises City management and department heads as to the application and compliance.

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**Human Resources Director (Continued)**

9. Advises the City Council, City Manager, department heads, and other managers on employee relations matters; negotiates memorandum of understanding with employees groups; represents the City in grievance and disciplinary actions; conducts internal investigations.
10. Represents the City at unemployment appeal hearings.
11. Supervises the maintenance of employee records including hires, terminations, promotions, and other personnel data.
12. Drafts and issues requests for proposals for a variety of human resources services; participates in the selection of vendors; oversees and administers contracts to ensure compliance with terms.
13. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
14. Provides responsible staff assistance to the City Manager; conducts a variety of organizational studies, investigations, and operational studies; prepares City resolutions, ordinances, and other reports related to personnel matters; recommends modifications to human resources programs, policies, and procedures as appropriate.
15. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of human resources; incorporates new developments as appropriate.
16. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
17. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operational characteristics, services, and activities of a human resources program.

Principles and practices of program development and administration.

Principles and practices of modern public human resource management administration including in the areas of recruitment, testing, selection, equal employment opportunity, employee relations, employee and management development, classification, compensation, benefits administration, and performance planning and appraisal.

Principles and practices of labor relations including negotiating techniques and MOU administration.

Methods and techniques utilized in dealing with employee grievances and unlawful allegations.

Disciplinary procedures and processes.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Recent developments, current literature, and sources of information related to assigned programs and services.

Advanced methods and techniques of effective technical and administrative report preparation and presentation.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state, and local laws, codes, and regulations.

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**Ability to:**

Oversee and participate in the management of a comprehensive human resources management program.  
Oversee, direct, and coordinate the work of lower level staff.  
Select, supervise, train, and evaluate staff.  
Participate in the development and administration of division goals, objectives, and procedures.  
Prepare and administer budgets.  
Prepare clear and concise administrative and financial reports.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze, and evaluate new service delivery methods and techniques.  
Interpret and apply federal, state, and local policies, laws, and regulations.  
Oversee and participate in classification and compensation functions and apply classification and compensation principles to the organization and staffing of the agency.  
Direct and modify an efficient employee recruitment, selection and retention program.  
Review and resolve employee grievances in accordance with labor agreements.  
Participate effectively in labor negotiations.  
Gain the confidence and cooperation of department heads and employees.  
Identify and respond to sensitive organizational issues, concerns, and needs.  
Provide highly complex and responsible staff support to the City Council and other boards, commissions, and committees as assigned.  
Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.  
Gain cooperation through discussion and persuasion.  
Work under pressure, handle significant problems and tasks that arise simultaneously and/or unexpectedly.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in human resources, public or business administration, organizational development, or a related field.

**Experience:**

Five years of increasingly responsible professional experience in a human resources program including two years of administrative and supervisory responsibility and experience in a government environment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach,

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and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Effective: August 10, 2005

Revised: April 24, 2006

Revised: July 2008

Revised: September 2009

*Johnson & Associates*

**FLSA Status:** Exempt

Approval: \_\_\_\_\_  
City Manager or designee

**CERTIFICATION**  
**ELK GROVE CITY COUNCIL RESOLUTION NO. 2009-187**

**STATE OF CALIFORNIA            )**  
**COUNTY OF SACRAMENTO        )**        **ss**  
**CITY OF ELK GROVE             )**

***I, Susan J. Blackston, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on September 23, 2009 by the following vote:***

**AYES :            COUNCILMEMBERS:        *Hume, Scherman, Cooper, Detrick***

**NOES:            COUNCILMEMBERS:        *None***

**ABSTAIN :        COUNCILMEMBERS:        *None***

**ABSENT:         COUNCILMEMBERS:        *Davis***

  
**Susan J. Blackston, City Clerk**  
**City of Elk Grove, California**