

## HUMAN RESOURCES AND EQUITY MANAGER

### DEFINITION

The occupant of this classification is in the unclassified service. This exempt management classification performs and oversees a variety of complex duties in support of the City's human resources functions, such as employee and labor relations, recruitment and selection, classification and compensation, training and development, benefits and leaves administration, performance and organizational development and personnel research. This position also serves as the official representative on diversity, equity, and inclusion to City departments and staff, elected and appointed officials, and the general community.

### SUPERVISION RECEIVED AND EXERCISED

This position reports to the Assistant City Manager or designee. Responsibilities include the supervision of professional, technical and clerical staff.

### ESSENTIAL JOB DUTIES

Incumbents in this classification may not perform all of these tasks or may perform similar related tasks not listed here.

#### Human Resources Administration

1. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division.
2. Plans, manages, and provides technical direction to professional and support staff in the completion of projects, studies, and surveys.
3. Works collaboratively with City staff in resolving organizational and human resources issues, while correctly interpreting the applicable memoranda of understanding, internal policy and practice, and legal requirements.
4. Conducts varied and complex statistical and policy analyses; interprets findings, writes recommendations, and presents results; answers technical questions from staff related to human resources practices and procedures.
5. Manages, administers and oversees various employee benefit programs and employee leave administration. Manages and leads activities in support of employee interactive processes, light duty, and return to work.
6. Manages, directs, monitors and conducts classification and total compensation analyses by reviewing specific jobs, families, groupings, units and/or departments while factoring internal and external practices and existing policies, rules, and agreements; develops new classifications and makes recommendations related to compensation and benefits.

7. Conducts investigations of discrimination and harassment claims, actions of potential misconduct, and grievances; provides findings and recommendations, and oversees the work of staff or contractors conducting investigations.
8. Provides guidance and supports managers and supervisors effectively in managing employee performance, evaluation and discipline, including assisting with reviewing or drafting performance evaluations, performance improvement plans and disciplinary documents and advising on legal and collective bargaining requirements.
9. Administers, coordinates and conducts employee onboarding, training and development programs.
10. Participates in labor negotiations and may serve as the City's representative for specific meetings; conducts or assigns follow-up research and cost analyses based on City or labor proposals.
11. Takes a lead role in the preparation, oversight and monitoring of department budget expenditures.
12. Develops and recommends employment policies for the City. Stays abreast of trends which may have an impact on the City's employment functions and human resources needs.
13. Manages and administers the City's Affirmative Action Program, working closely with department heads, and assures program goals are met whenever possible. Coordinates City compliance with laws governing access to City programs and facilities by people with disabilities.

#### *Equity Initiatives and Programs*

14. Develops and implements the City's diversity, equity inclusion and belonging initiatives.
15. Facilitates and supports department training on diversity, equity, inclusion and belonging.
16. Collects, analyzes, and presents data measuring the City's progress on incorporating diversity, equity, inclusion and belonging throughout the organization.
17. Provides leadership, guidance, training, and support to internal and external partners in the development and delivery of equity programs and tools; and develops work plans and training materials.
18. Provides technical guidance and leadership to City staff and elected and appointed officials on equity and social justice issues affecting City programs and practices based on data and analysis of proposed legislation and regulations related to equity and social justice issues.
19. Serves as a technical advisor and knowledge leader on matters related to racial and social equity to inform policy, practice, programs, and processes within and across departments.
20. Identifies policies, practices, processes and/or programs that hinder progress towards achieving racial and social equity and makes appropriate recommendations towards sustainable improvements.
21. Promotes awareness and understanding of equity-related concepts among the workforce.
22. Advocates for diversity, equity, inclusion and belonging, and develops strategies and shared organizational responsibility for equity.
23. Develops and maintains effective relationships with key community stakeholders seeking opportunities for collaboration.
24. Performs other duties as assigned.

## **MINIMUM KNOWLEDGE, SKILLS AND ABILITY**

### **Knowledge of:**

- Federal and State labor laws.
- Principles and practices of public human resources administration, including recruitment, testing, selection, classification, job evaluation, compensation, training, organizational development; benefits, leaves, labor relations, and employee relations.
- Concepts, national trends, and current issues related to equity, diversity, inclusion and belonging.
- Program planning, monitoring and evaluating techniques.
- Principles of supervision, and performance evaluation.
- Principles and practices of budget preparation and administration.
- Modern principles, methods, and techniques of public administration.

### **Skill and Ability to:**

- Plan, organize, assign and coordinate the activities for professional, technical, and clerical staff.
- Think strategically and conceptually with an open-minded approach to human resource solutions using an equity lens.
- Select, train, supervise and evaluate professional, technical and support staff.
- Develop and deliver training curriculum.
- Develop policies and programs.
- Deal constructively with conflict and develop consensus.
- Exercise tact and diplomacy in dealing with sensitive, confidential issues and information.
- Establish and maintain effective working relationships with City staff and officials, other government officials, community groups, and the general public.
- Conduct research and prepare and present clear and accurate reports.
- Communicate clearly and effectively, both verbally and in writing, to diverse audiences.
- Study, develop, and present ideas and recommendations soundly based on facts and data.
- Conceive and implement organization-wide training and development programs.
- Analyze and interpret the potential impact of complicated data, legal and non-legal documents, regulations, policies and procedures.
- Manage competing deadlines, short-term deadlines, and frequent changes/additions to planned schedules.
- Exercise independent judgment, problem-solving, and initiative with only basic policy-level direction, resulting in a finished work product.
- Provide options and solutions to organizational and departmental challenges in the framework of applicable memorandum of understanding, city policy and legal requirements.
- Represent the department effectively in meetings, including making presentations.
- Operate computer hardware, software and modern office equipment.

## **LICENSE AND CERTIFICATE**

Possession of a valid California Class C driver's license.

## **TRAINING AND EXPERIENCE**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

A Bachelor's Degree from an accredited college or university preferably in Human Resources Management, Public Administration, Organizational Development, Psychology or a related field, and five (5) years of recent, increasingly responsible human resources management experience, including development and implementation of diversity, equity, inclusion and belonging initiatives.

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to office environmental conditions.
- May be required to work evenings, weekends and/or holidays.
- May be required to travel outside of City boundaries.