



# Human Resources Manager

Class Code:  
4839

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: May 9, 2018  
Revision Date: May 9, 2018

## SALARY RANGE

SEE SALARY SCHEDULE

## **JOB DESCRIPTION:**

### **Job Definition**

Under administrative direction, the Human Resources Manager performs complex professional human resources and administrative work, and administers and oversees the human resources functions and management of at least two major functional areas of the Human Resources Division. May act as Division head in the absence of the Human Resource Director. Plans, implements, coordinates and manages projects and activities of major significance to the development and delivery of court programs and services. Performs other related duties as assigned.

### **Distinguishing Features**

The Human Resources Manager is a single position classification that reports to the Human Resources Director, and is responsible for the supervision of staff in at least two technical program areas such as recruitment, classification, compensation, data management and record retention, employee relations, labor relations, training and workforce development, benefits and leaves administration, employee safety, and workers compensation. The Human Resources Manager assists in the program planning, systems design and quality of operations for the Division. The classification is distinguished from the Human Resources Director, which has overall management responsibilities for all functions and activities in the Division and is a member of the Court's executive team. It is distinguished from the classification of Principal Analyst in its management of multiple technical human resources program areas and functions, as well as first line supervision of Principal Analysts and other multi-disciplinary professional and support staff in the Division.

## **EXAMPLES OF DUTIES:**

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification may not necessarily perform all listed duties.

1. Assists in the planning, directing, and coordinating of human resources matters, activities, policies and procedures; assists with budget development and planning; provides human resources expertise and guidance across the Division and the Court.
2. Acts as a primary human resources representative on labor relations matters; represents the Court in meet and confer sessions between management and employee representatives; acts as liaison and contact on labor relations matters including interpretation of Memoranda of Understanding, compensation and benefits matters, and on practices and activities of the Division.
3. Develops, maintains and coordinates Court personnel policies and procedures; updates human resources manuals and memoranda; interprets human resources and payroll policies, prepares Memoranda of Understanding, Personnel Operations Policies and Rules, and other policies and regulations; negotiates human resources policies and procedures with recognized employee organizations.
4. Manages and coordinates benefits leaves and workers compensation administration, consults with insurance brokers, actuaries, attorneys, consultants and vendors on matters related to employee benefits, ADA, and Workers Compensation.
5. Assumes responsibility for management or human resources related training; arranges for training courses and personally conducts training sessions.
6. Supervises professional and support staff in multiple technical program areas; assigns and reviews work and evaluates performance; oversees the maintenance of human resources and payroll records.
7. Manages, organizes and conducts recruitment and selection; approves and makes recommendations on recruitment methods; advises executive team, managers and employees on the selection and placement of employees; may conduct job analyses, conduct recruitment examinations, and conduct oral interviews.
8. Coordinates and advises Court leadership on disciplinary actions; investigates proposed disciplinary actions; provides consultation to supervisors and managers and advises management on appropriate actions; investigates grievances and participates in the grievance process; participates in disciplinary or grievance hearings and represents the Court before hearing officers and arbitrators; prepares narrative reports and recommendations.
9. Coordinates with and manages outside counsel as directed on labor and employment matters.
10. Conducts or manages classification studies and organizational analyses; advises management on the merits of requests for reclassification; ensures Court positions are properly classified.
11. In partnership with the Director, oversees HR information systems and data analytics for the Division. Manages HR information system implementation, position control/management, system upgrades, security permissions, and standard operating procedures.

# **MINIMUM QUALIFICATIONS:**

## **OPTION I**

### Experience:

The equivalent of two years of full-time experience in the class of Human Resources Principal Analyst or in an equivalent or higher level classification in the performance of human resources related activities at the Superior Court of California, County of Alameda.

And

### Education

Graduation from an accredited college or university with a Bachelor's degree in a relevant field.

## **OPTION II**

### Experience:

The equivalent of four years full time professional level human resources experience that provides a combination of the following experience: labor relations, management of employee grievances and disciplinary actions, classification and compensation studies, participation in the recruitment and selection of employees. Two years of the required experience must have been in a supervisory capacity.

And

## Education

Graduation from an accredited college or university with a Bachelor's degree in a relevant field.

## **KNOWLEDGE AND ABILITIES:**

### Knowledge of:

#### *Strategic Management*

- Management functions, i.e., planning, organizing, directing & controlling.
- Organizational analysis and development and leadership competencies.
- HR policies, programs, and services.
- Data management and analytics.

#### *Recruitment & Staffing*

- Public human resources administration including job analysis and position classification, conducting audits, wage and salary administration, recruitment and personnel selection, employer-employee relations, and training.
- Federal, State and local laws, rules and guidelines relating human resources related activities.
- Internal workforce assessment techniques & employment policies, practices, and procedures.
- Successful recruiting strategies to attract diverse and high caliber candidates.

#### *Training and Development*

- Performance Management and Appraisal methods.
- Techniques to assess training program effectiveness, including use of applicable metrics.

#### *Employee & Labor Relations*

- Labor relations laws, practices, and trends.
- Progressive discipline.
- Grievance resolution.
- Consultative and coaching skills with managers.
- Investigative and interview techniques.
- Court Memorandums of Understanding.

#### *Workers' Compensation and Long Term Leaves*

- State and Federal disability laws and leave provisions and regulations.
- County policies and procedures, administrative code, Civil Service Rules/Regulations.
- EEO concepts and guidelines for compliance relative to employee/applicant disabilities.

#### *Health & Safety*

- Enforcing procedures, of workplace safety, health & security.
- Federal, State and Local workplace health, safety, security & privacy laws & regulations.

#### *Administrative*

- Computer applications and hardware and software related to the work.
- Office administrative practices and procedures, including records management and the operation of standard office equipment.

#### Ability to:

Plan, assign, supervise, review and evaluate the work of professional and support staff; promote personal and professional growth for self and others; provide the highest level of service delivery to diverse customers; work effectively as a member and leader of diverse teams; exercise sound

independent judgment and discretion within overall policy guidelines; interpret and apply complex laws and regulations; manage the development and implementation of administrative policies, procedures, plans and programs; investigate, analyze and evaluate procedures and effect changes as needed; establish and maintain effective working relationships with staff, judicial officers, members of the legal community, public officials, media and representatives from outside agencies; communicate effectively orally, and in writing, to include public presentations on court activities, functions and issues, and preparation of executive correspondence and reports.

FLSA Status: Exempt

## **CLASSIFICATION HISTORY:**

Created 5/4/2018