

CITY OF REDWOOD CITY

SENIOR HUMAN RESOURCES REPRESENTATIVE

DEFINITION

To perform professional human resources work in a variety of personnel program areas including recruitment, selection, classification, training, salary administration, health benefit management, affirmative action/equal employment opportunity, Workers' Compensation and occupational health and safety programs.

DISTINGUISHING CHARACTERISTICS

This is a professional-level human resources generalist position involving the full scope of responsibilities for technical/professional human resources functions. This classification is distinguished from the Human Resources Representative in that this advanced journey-level position performs more complex duties, using independent judgment and analytical abilities. Strong written, verbal, interpersonal and human relations skills are essential for incumbents assigned to this class. The position is responsible for supervising paraprofessional technical and support staff in the performance of assigned projects.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Director of Human Resources.

Responsibilities include direct supervision of paraprofessional, technical and support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Plan, coordinate and supervise a variety of personnel program areas such as recruitment and selection, salary, classification, health benefit management, Worker's Compensation, occupational health and safety, Affirmative Action/Equal Opportunity and Americans With Disabilities Act.
2. Write clear specifications, job announcements, classification and salary reports, examinations, personnel procedures and training materials; prepare requests for proposals for special projects.
3. Conduct and administer recruitment selection procedures for classified and non-classified positions.
4. Develop goals and objectives for program areas of the Human Resources Department.

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5. Prepare analytical reports and make recommendations regarding personnel program areas.
6. Perform statistical research, analyses and reports regarding Human Resources Department functions and program areas.
7. Interpret rules, regulations, laws and policies relating to employee relations, Workers' Compensation and general human resources functions.
8. Work with departments on personnel issues, staffing needs, and interpretation of personnel policies, procedures and memoranda of understanding.
9. Plan, direct, and administer Worker's Compensation programs.
10. Answer requests for information from employees, management, retirees, outside agencies and the public.
11. Prepare and analyze budget data.
12. Serve as Chairperson and/or member of various City committees.
13. Develop and conduct staff development and training programs for employees and management.
14. Select, train, motivate and evaluate subordinate personnel.
15. Conduct performance evaluations and implement disciplinary procedures when appropriate.
16. Develop and maintain contact with public and private sector community based organizations.
17. Perform work with a record of regular attendance and punctuality.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of personnel administration utilized in recruitment and selection, classification, salary administration, employee relations, and Workers' Compensation.

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Principles and practices of supervision, training and personnel management.

Applicable Federal, State, and local laws and regulations pertaining to human resources and Worker's Compensation programs.

Affirmative Action and Equal Employment Opportunity rules and regulations.

Principles and practices of administrative and statistical analysis.

Modern office technology methods and procedures.

Ability to:

Handle and prioritize a variety of assignments and meet deadlines.

Perform complex professional personnel work with a minimum of supervision.

Interpret City personnel rules, regulations and policies.

Write clear and concise reports, memoranda, and correspondence.

Communicate verbally and make public presentations.

Develop comprehensive plans from general instructions.

Accomplish assignments with a minimum of supervision and with only general direction.

Perform basic statistical analysis and conduct research studies.

Collect, compile and analyze data and information and prepare clear and concise reports.

Supervise, train, and evaluate assigned staff.

Interpret and resolve special needs of employees and staff members.

Promote continuing education to staff.

Develop and monitor budget data.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of general personnel administration experience or experience in administering Workers' Compensation and safety programs.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in personnel administration, business administration, public administration or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment.

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**ADA
DOCUMENTATION OF ESSENTIAL DUTIES**

1. SDE
2. SAE
3. MAE
4. MAE
5. SDE
6. SWE
7. SDE
8. SDE
9. SDE
10. SDE
11. MME
12. SWE
13. OAE
14. OAE
15. OAE
16. OAE

**DOCUMENTATION SCALES AND CODES
FOR ESSENTIAL DUTIES**

Time Spent:

S	Significant	10% of day, week, or month
M	Moderate	5-9%
O	Occasional	Less than 5%

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

E	Major focus of job/position
NE	Minor (can easily be assigned to another position)

Effective Date: May, 1999

Bargaining Group: Redwood City Management Employees' Association