



## **Job Description**

### **Human Resources Manager**

#### **Summary**

The Human Resources Manager (HRM) works under the general direction of the Director of Internal Operations. The HRM has responsibility for a wide range of HR matters, with particular emphasis on employee relations, personnel policies and procedures, human resources legal compliance, benefits management, payroll, classification and compensation, recruitment, and career development.

#### **Job Description**

The HRM performs assignments under the general direction of the Director of Internal Operations and works collaboratively with management and staff to administer HR policies, procedures, and processes. The HRM plans, administers, organizes and directs a compliant human resource program, coordinates programs and services including employee relations, Human Resources policy development and administration, recruitment and testing, classification and compensation, organizational development, performance evaluation and training, personnel actions and benefits administration, and performs complex program assignments such as management consultation, risk management, and interpretation of state and federal law related to HR policy and compliance with employment laws.

#### **Supervisory Responsibility**

The HRM position will supervise Administrative staff.

#### **Essential Duties and Responsibilities**

- Plans, implements and administers programs and activities to carry out human resources goals and objectives.
- Advises the CEO and department directors, managers, supervisors and employees in the interpretation and application of HR rules, policies and procedures and state and federal laws related to professional development and training, recruitment, selection, classification, compensation, benefits, disability management, management rights and responsibilities, performance management and recognition, and equal employment opportunity regulations.
- Drafts, reviews, and analyzes HR policies, rules and guidelines, and recommends and implements changes as needed.
- Develops and manages risk management program such as workers' compensation, Illness and Injury Prevention Program, Safety Programs and Wellness Initiatives.
- Maintains and updates the Employee Handbook as needed.
- Provides direction for employee orientation for newly hired staff.
- Participates in payroll and benefits information and technologies applicable to the work and ensures effective use of integrated systems.
- Provides for employee professional development.
- Interprets policies and procedures for staff in order to ensure the provision of consistent, effective, legal and quality guidance to the CEO, department directors, and employees.
- Assists in writing and administering performance evaluations.
- Participates in or coordinates with the CEO, the General Counsel and department directors to prepare for and present staff positions to the Board of Directors and/or Board Committees.
- Collects and analyzes technical and statistical information, and prepares comprehensive narrative and statistical reports, policies, procedures, correspondence and other written

materials.

- Provides advice and recommendations to staff related to staffing, diversity, classification, compensation, employee relations, professional development, training, and employee evaluation.
- Maintains or oversees the maintenance and management of HR records and files.
- Conducts recruitment and advises and assists department directors in hiring processes.
- As assigned, assists with the implementation of Strategic Plan.
- Analyzes legislation, trends and developments, evaluates potential impacts, and recommends operational changes as required.
- Manages complex personnel issues.
- Performs Compensation Survey and Analysis.
- Budget development and preparation for HR, payroll and employee benefits expenses.
- Facility Management (i.e. liaison with property management company for facility compliance)

## **Minimum Qualifications**

### **Experience/Education**

Any combination of education and experience that would provide the necessary knowledge and abilities listed. Typically, equivalent to graduation from a four-year college or university with major coursework in business or public administration, personnel administration, industrial relations, public policy, or a field related to the work and five years of professional level human resources experience.

### **Knowledge of**

- Principles and practices of modern public personnel administration, including federal, state, and local laws, case law, rules, and regulations related to the field.
- Principles and methods of recruitment, examinations, job classification, wage and salary administration, and equal opportunity employment.
- State and federal laws, regulations, and case law pertaining to public sector recruitment, selection, equal employment opportunity/affirmative action, classification/compensation, workers' compensation, safety, and retirement.
- Principles and practices of modern training techniques, including ongoing employee development and skills/needs matching.
- Training objectives, methodologies, and evaluation.
- Principles and practices of classification and compensation system management including statistical analyses and cost projections.
- Principles and practices of recruitment and selection procedures.
- Principles and techniques of administration, including program planning, implementation and evaluation, budget development and analysis, and employee supervision.
- Functions and operations of general HR policies and procedures.
- Modern office procedures and methods including automation and computer applications and software related to the work.
- Research methodology, policy development, report writing, and basic statistical techniques.

## **Ability to**

- Recognize and resolve problems of a sensitive or political nature.
- Analyze complex employment situations, assess alternatives and administer relevant policies, recognize consequences of proposed action, negotiate mutually satisfactory solutions to problems, and implement or ensure implementation of recommendations.
- Identify problem areas and provide recommendations and solutions for department management teams related to HR issues including collecting and analyzing data, drawing valid conclusions from available information, and projecting consequences of decisions and recommendations.
- Conduct mediation and group problem solving.
- Establish and maintain effective working relationships with those contacted in the course of the work, including officials and managers, representatives of other governmental agencies, community, business and other groups, employees, and the public.
- Develop, implement, and administer effective employee relations, benefits, payroll, classification, organization development and training, and recruitment and selection programs and processes.
- Maintain and update an Employee Handbook and other HR policies, procedures, and guidelines.
- Develop and implement communications strategies and plans for keeping employees and managers informed.
- Develop and provide for new employee orientation.
- Effectively communicate, both orally and in writing, including making presentations of findings, recommendations, and policies orally or in writing to Board members, department directors, and employees.
- Lead and train administrative support staff in the conduct of their work related to HR.
- Prepare clear and concise reports, policies, procedures, correspondence, and other written materials.
- Update and maintain employee records through electronic systems.
- In collaboration with outside consultants, prepare, review, and process employee payroll in accordance with state and federal laws.
- Maintain, update, and secure electronic and paper personnel files.
- Conduct recruitments for open positions.
- Interface with external HR, insurance, payroll and benefits consultants.

## **Working Conditions**

The physical demands described here are representative of those required for the position. The position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person assistance. The position occasionally requires lifting and/or moving objects up to 20 pounds. MBCP will make reasonable accommodations of the known physical or mental limitations of a qualified applicant with a disability upon request.

## **Licenses/Certificates**

Possession and continued maintenance of a valid class C California driver's license, automobile insurance, and a safe driving record. A DMV background check is required. A background check is required for finalist.

## **Location and Compensation**

MBCP is located in the city of Monterey. Compensation for this position ranges from \$75,000 to \$120,000, commensurate with experience. A full benefits package is also offered as part of full-time regular employment. There are no relocation funds for this position.

## **Equal Employment Opportunity**

MBCP is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status or genetic information.

### **Application Process**

The position is open until filled. To be considered for this position, please submit an MBCP application, a detailed resume including email address and city of residence, and cover letter if desired, to: Cynthia Jordan at [cjordan@mbcommunitypower.org](mailto:cjordan@mbcommunitypower.org)

Resumes will be screened in relation to the criteria outlined in the job description. Candidates deemed to have relevant qualifications will be contacted.