COUNTY OF SOLANO
CLASS SPECIFICATION
HUMAN RESOURCES MANAGER
Effective November 5, 2019

CLASS SUMMARY:
Under administrative direction, to administer and coordinate the labor relations activities of the County which include planning, organizing, coordinating and directing the operations of the County-wide labor relations program and plans, organizes and direct the activities of one of the following human resources activities: classification and compensation, training and organizational development, or compliance with Equal Employment Opportunity laws and policies.

DISTINGUISHING CHARACTERISTICS:
This single-position classification manages the County’s employment relations program plus one additional human resources activities and is distinguished from the:

- **Human Resources Analyst (Principal)** which plans, organizes, coordinates and supervises the operations of a unit within the Department of Human Resources (e.g., recruitment, classification).
- **Director of Human Resources** who has the responsibility for the department’s human resources management and planning, which includes recruitment and selection, classification and pay, employee relations, risk management, employee benefits, training and EEO compliance.

SUPERVISION RECEIVED AND EXERCISED:
- Supervision is provided by the Director of Human Resources
- May exercise supervision over professional staff
- May provide direction to technical or clerical level support staff, consultants and contractors

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Plans, directs, organizes and coordinates the County’s labor relations program and activities; develops and recommends policy and procedures to ensure efficient operations of the labor relations function; assists in the development and ensures implementation of labor relations program objectives, work plans and tasks; and serves as the County’s primary subject matter expert in the area of labor relations.

- Act as the County’s management representative in contacts with recognized labor organizations and/or departments on meet/confer processes, grievances and labor relations activities; conducts negotiations and serve as the County’s chief spokesperson; assists County departments in implementing and administering labor relations activities; represents department heads on matters related to program areas and the interpretation and resolution of grievances; provides training to other members of the County’s negotiation teams; and develops proposed language for written proposals.
• Meets with the Director of Human Resources, County Administrator and Board of Supervisors to recommend labor relations strategies and positions; receives authority related to bargaining platforms.

• Advises County department directors and subordinate managers/supervisors and Human Resources managers and analysts regarding the application of terms and conditions of collective bargaining agreements and other policies, resolutions, etc.

• Recommends to the Human Resources Director for approval the interpretation of precedents.

• Monitors and evaluates the labor relations program and recommends revisions in policies, procedures and practices to the Director of Human Resources.

• Acts for the Director of Human Resources in the review and decision-making of Step 3 grievances and may act for the Director in labor relations matters in his/her absence.

• Advises department directors and subordinate managers/supervisors regarding disciplinary matters and processing of employee disciplinary cases.

• Provides technical assistance to County officials and department representatives to assure reasonable uniformity in all aspects of labor relations, the interpretation and application of County Code, Personnel and Salary Resolution, collective bargaining agreements and related County policies.

• Plans, supervises and participates in the work of professional, technical and clerical staff and/or consultants and contractors in assigned human resources activities of classification and compensation, or training and organizational development, or compliance with Equal Employment Opportunity laws and policies.

• Conducts timely and constant consultation in person, by telephone and electronically with representatives and associated staff of assigned programmatic areas.

• Performs other duties of a similar nature or level.

EDUCATION AND EXPERIENCE:

• **Education:** Bachelor’s degree or higher from an accredited college or university with a major preferably in public or business administration, industrial/labor relations, employment law, human resources/personnel management, or a closely related field; or active membership in the California State Bar Association.

• **Experience:** Four years of labor relations experience that included negotiating collective bargaining agreements, developing bargaining proposals, and responding to grievances.

LICENSEING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

• Applicants are required to possess a valid California Driver’s License, Class C.
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:
- Employer/employee relations laws, precedents, regulations, and practices as related to California local governments
- Principles and practices of public sector collective bargaining; labor negotiations; management, employee, and representation rights; scope of bargaining; unfair labor practices; mediation; arbitration; and labor contract administration
- Negotiation preparation, strategies, tactics, and impasse procedures
- Principles and practices of handling grievances and labor disputes
- Operational characteristics, service, and activities of an labor relations program
- Administrative procedures and practices for processing grievances up to and including arbitration
- Principles of human resources management
- Project management and organizational skills
- Variables, assumptions, and statistical computations used with cost benefit analysis
- Principles of public sector position-classification, salary administration, survey principles and procedures
- Management and leadership principles and practices
- Oral and written communication skills
- Principles and practices of communication processes, group dynamics, meeting facilitation, and conflict resolution
- Sources of data pertaining to public sector employer-employee relations; reference libraries and reference sources such as Federal and State reports, digests, and journals; patterns in public negotiations and arbitration decisions; fringe benefit costs; and labor statistics
- Principles and methods of assigned human resources activity of classification and compensation, training and organizational development, or compliance with Equal Employment Opportunity laws and policies.
- Theory and principle and statistics and its practical applications.
- Strategic work plans and program evaluation.
- Use of computers, computer applications and software.
- English grammar, usage and syntax.

Skill and/or Ability to:
- Overseeing and participating in the management of a comprehensive labor relations program
- Analyzing, developing, and recommending the County’s negotiating position
- Collect, interpret and analyze data to identify trends, establish/identify needs, evaluate program effectiveness, draw logical conclusions and make appropriate recommendations.
- Analyzing situations, identifying problems and solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals; exercising judgment and creativity in making decisions
- Prepare, analyze and present, clear, detailed accurate policies, procedures, narrative statistical reports, narrative reports and correspondence.
- Coordinating employer-employee relations activities with departments, employee organizations, and management teams
- Representing the County’s position in normal, controversial, and pressured situations
Interpreting and applying labor laws and provisions of memorandums of understanding covering wages, benefits, and terms and conditions of employment

Resolving disputes and grievances

Handling highly confidential information

Make oral presentations.

Directing work consistent with goals and priorities

Using a computer and related software applications

Responding to critical and sensitive issues and events

Managing multiple priorities and negotiations simultaneously

Interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules, and regulations

Establish and maintain effective working relationships with public officials, department heads and others.

Maintain strict confidentiality of information.

Prepare and present comprehensive and concise case files, reports and recommendations.

Testify in court, arbitration or mediation hearings.

Ensure accurate files and recordkeeping.

Meet deadlines.

Work independently and make sound decisions.

Use computer and applicable software.

PHYSICAL REQUIREMENTS:

Mobility and Dexterity: This class typically requires employees to perform the following: stooping, kneeling, reaching, standing, walking, fingerling, grasping, feeling (i.e. sense of touch), and repetitive motion.

Lifting, Carrying, Pushing and Pulling -- Sedentary Work: Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Vision: This class typically requires employees to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. This class requires employees to have depth perception in order to operate a motor vehicle.

Hearing/Talking: This class typically requires employees to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. This class requires employees to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

Office Work: Employees in this class will most often be working in an office setting.

Traffic Hazards: Employees in this class are required to operate a vehicle and thus will be subject to traffic hazards while driving.

Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.

Working Alone: Employees in this class may be working after regular duty hours during the week and/or on weekends, and thus may be working alone for extended periods of time.
OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- Independent Travel: Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

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Director of Human Resources

- Date Approved by the Director of Human Resources: November 5, 2019
- Date Amended by the Director of Human Resources:
- Date Class Title added to the Listing of Classes & Salaries by the Board of Supervisors: __________
- Class Code: 197055