

EAST BAY REGIONAL PARK DISTRICT

HUMAN RESOURCES MANAGER

GENERAL FUNCTION:

Under general direction, provides direction and overall management of the District's human resource management program. Services provided include the full range of personnel administration and include labor relations. Personally serves as the District's chief management representative during collective bargaining negotiations. Performs representational duties related to assigned functions.

ESSENTIAL FUNCTIONS:

Serves as a program manager, directly supervising a small subordinate staff of administrative, technical and support employees engaged in the recruitment of all District regular, seasonal and temporary employees. Additional services provided include job training and career development, performance management administration, job classification and compensation analysis, employee and labor relations, employee benefits administration, workforce diversity, personnel management manual and procedures documentation, personnel action form processing and employee records maintenance. Within the Department, establishes priorities and assures compliance with all applicable Federal and State laws and regulations. Manages assigned programs through coordinated leadership assuring the Department meets specifically assigned ongoing and annual operational and financial objectives. Assumes overall responsibility for a medium Operation and Capital Budget and develops, justifies and defends proposed budget submissions. Resolves internal problems and issues and coordinates with other District organizations on broader problems and issues. Serves on many internal committees, working groups and/or ad hoc task forces, providing human resource management expertise and contributing to the attainment of successful results.

Personally serves as the chief management representative during union contract negotiations with the District's two unions. Also serves as management's principle contact for meet and confer issues, negotiated grievance procedures and third-party arbitration. Provides senior leadership and/or the Board of Directors with long range vacancy planning, recruitment strategies, and recommends employee salary and benefits improvements necessary to keep the District competitive in the attraction and retention of the diversely skilled employees necessary for effective District operations.

MINIMUM QUALIFICATIONS:

Education: A Bachelor's Degree from an accredited college or university in public or business administration, industry relations, human resources management or a closely related field; and

Experience: Eight years of administrative or technical personnel experience, two and a half of which must have been at the management/supervisory level.

Substitution: A Master's Degree in public or business administration or a closely related field may be accepted as an equivalent to a maximum of two and a half of the required eight years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the professional practices and principles of human resource administration. Thorough knowledge of collective bargaining grievance, arbitration and labor contract negotiations practices and applicable Federal and State labor, anti-discrimination, and employment laws and regulations. Must possess significant knowledge of general management and supervisory principles and practices and sound judgment and leadership skills. Well developed verbal and written communication skills and the ability to work cooperatively with divergent groups are also required.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California State driver's license is a condition of initial and continued employment in this position.

REPORTS TO: Assistant General Manager for Management Services

Employment Category: Management, Range MG07
Adopted by Board: 01/07/1992
Revised by General Manager: 12/31/2001
Adopted by Board: May 21, 2002
Resolution #: 2002-5-111

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