



City of Tempe

HUMAN RESOURCES MANAGER

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	448	<i>Department:</i>	Human Resources
<i>Supervision Level:</i>	Manager	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Human Resources Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from the Human Resources Director.
Exercises direct supervision over professional, paraprofessional, technical and clerical staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Four (4) years of journey-level human resources experience in at least one (1) of the specific program areas, including two (2) years of supervisory responsibility in a human resource setting or related field.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in human resources management, personnel management, psychology, public or business administration or degree related to the core functions of this position.
<i>License / Certification:</i>	Professional Human Resources certification is preferred, such as: <ul style="list-style-type: none"> ● PHR (Professional in Human Resources) ● SPHR (Senior Professional in Human Resources) ● IPMA-CP (Certified Professional in Human Resources) ● CCP (Certified Compensation Professional) ● CBP (Certified Benefits Professional) ● SHRM-CP (Certified Professional in Human Resources)

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To supervise staff and to plan, assign, and manage activities and programs within Human Resources; and to perform a variety of technical tasks relative to assigned areas of responsibility.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; ensure adherence to proper workgroup procedures and policies; set performance goals; provide or coordinate staff training; and work with individual employees to correct deficiencies and implement discipline procedures as necessary.
- Evaluate and monitor current processes and the efficiency and effectiveness of service to all City departments; recommend improvements and modifications to streamline work processes; prepare various reports on operations, activities, and recommendations; review, recommend and assist in the implementation of goals and objectives for assigned areas.
- Oversee all human resources information system (PeopleSoft) data entry and modifications related to areas of responsibility.
- Respond to requests and inquiries from management, employees, bargaining units, other governmental agencies and the general public.
- Investigate complaints regarding processes in areas of responsibility; provide education and/or training regarding City personnel policies and procedures; identify and resolve procedural and operational problems.
- Research, evaluate and interpret any federal, state, and / or local laws as well as the City Personnel Rules, various MOU documents, and plan documents pertaining to areas of responsibility; prepare any clarifications or recommend changes as necessary.
- Represent the division, department and/or the City at meetings and professional associations.
- Participate in budget preparation; prepare cost estimates for budget recommendations if required; oversee administration of division or section budget; be familiar with City budgeting practices and procedures.
- Perform related duties as assigned.

When assigned to benefits:

- Oversee the administration, analysis and design of employee benefits programs; recommend goals and objectives; establish schedules and methods for maintaining health, wellness, leave, deferred compensation and other benefits programs; assist in the development of program policies and procedures.
- Oversee and coordinate the retirement process of employees.

When assigned to classification and compensation:

- Supervise, assess requests for, and participate in classification and compensation reviews from all City Departments; review City policies and procedures relative to classification and

compensation and suggest changes as appropriate; oversee the completion and implementation of market surveys and pay adjustments.

When assigned to employee relations:

- Assist with employee relations issues including EEOC charges and employee grievances; interpret and explain the requirements of the FMLA, FLSA, ADA, ADEA, TITLE VII, and any other applicable state and federal laws; work with the City Attorney's office as necessary on employment law issues.

When assigned to information systems:

- Oversee the HRIS platform and all software programs utilized by Human Resources; work with appropriate IT staff to evaluate the department's technology needs and to assist with the coordination and implementation of new or upgraded software programs.
- Develop and/or maintain the department's outreach and communication through technology to the employee population; continuous improvement of self-service options for employees and departments needing information about and access to human resource services and processes.

When assigned to organizational development:

- Develop and market quality education, organizational development, and training programs that reflect the City of Tempe's mission and values.
- Manage and monitor tuition reimbursement, educational partnership programs and participating institutions.

When assigned to recruitment and selection:

- Provide oversight of and assist as required in recruitment and selection processes for all City departments.
- Supervise the administration of all new hire programs including back-ground checks, fingerprinting, drug screening, medical evaluations, and I-9 forms.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;

- May travel to/from meetings and various locations.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective August 2013 (reclassified from Emp Benefits Mgr, Emp Svcs Mgr, and Org Develop Admin classifications)
Revised August 2014 (update job duties)
Revised January 2019 (update job duties)