



Job Description – Human Resources Manager

Pay Range: (48) \$70,542.88 – \$94,534.21

Division: Administrative Services

Position Summary:

Under the general guidance of the Administrative Services Director, administer, supervise and provide oversight to assigned functional areas in Human Resources. Technical decision-making and evaluation of a wide variety of professional-level Human Resources work.

This position is designated as classified and is non-exempt. The Human Resources Manager works a Monday through Thursday 40-hour workweek.

Essential Functions:

Performs duties and responsibilities commensurate with assigned functional areas, which may include, but are not limited to, any combination of the following:

- Provides coaching to foster a strong team to operate a progressive and customer service-oriented department.
- Coordinates personnel-related activities to include, but not limited to: training, approving work schedules, recommending/approving personnel actions, coaching and counseling, establishing performance goals, and writing performance evaluations.
- Provides analysis of data and information to make recommendations to management regarding human resources-related problems or projects.
- Interprets and explains Human Resources laws and regulations, Human Resources policies and practices to management and employees.
- Keeps abreast of all employment-related laws and regulations to include (but not limited to) FMLA, FLSA, LTD, STD, ASRS, PSPRS, WC, ACA, DOL, FCRA, EEOC, and ADA.
- Develops curriculum and teaches training classes for employees on various issues, such as Human Resources rules and regulations, performance management, and new hire orientation.
- Serves as a member of the district management team and applicable employee groups to address overall needs and concerns.
- Manages assigned budget and is responsible for approval of allowable expenditures.
- Provides recommendations on operational, strategic, short-range, and/or long-range goals and objectives.
- Listens thoroughly and communicates effectively to both internal and external customers.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

Knowledge of:

- Human Resources body of knowledge, principles, and best practices to include benefits administration, compensation/classification, strategic management, workforce planning and employment, training and development, and occupational health and safety.
- Principles and practices of municipal budget administration.
- Records Management and Records Retention Schedules.
- Human Resources technology and software systems.
- Data compilation and analysis techniques.
- Supervisory practices and procedures.
- Microsoft Office products and other relevant technologies.

Ability to:

- Accomplish objectives through innovative techniques, promoting teamwork, and continuous improvement.
- Listen and communicate effectively (verbally and in writing) and establish and maintain good working relationships with co-workers, the general public, and professionals in related fields.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Manage and administer a comprehensive human resources program requiring the ability to observe, review and check the work of staff members to ensure conformance to standards.
- Interpret and apply regulations and policies.
- Utilize effective facilitation and negotiation skills.
- Ensure detail-oriented and quality work products.
- Develop and deliver presentations to a wide variety of employee groups to include the District Governing Board on human resources subjects.
- Work with highly sensitive, confidential, and emotional situations and assignments.
- Case manage complex employee relations issues.
- Make mathematical calculations and draw logical conclusions.
- Provide thoughtful and thorough analysis, draw conclusions and make recommendations.
- Listen, communicate and work effectively with a diverse group of people.
- Handle multiple projects simultaneously and use good judgment in prioritizing work assignments.
- Proficient aptitude in computerized word processing systems, such as Microsoft Office products.

- Write clear, accurate, and concise reports; and develop descriptive materials for management review.
- Attend or conduct various meetings as needed.
- Coordinate the activities of the staff as assigned, including training, scheduling, hiring decisions, written performance evaluations, and possible disciplinary actions.
- Establish and maintain effective working relationships with District officials, staff at all levels, professionals in the HR field, and the general public.
- Ability to work with consultants and purchasing personnel to design Request for Proposal documents, evaluate proposals, and make recommendations.
- Complete OSHA/safety training as required.
- Ability to follow and positively model support of SFMD's Mission, Vision, and Values.

Required Training and Experience

- Bachelor's Degree in Human Resources, Business Administration, Organizational Development, Public Administration, Social Sciences, or a closely related field from an accredited educational institution.
- Five years professional-level human resources experience.
- An equivalent combination of education and job-related experience may substitute for the educational requirements on a year-for-year basis.
- Preferred: current Professional Human Resources or Senior Professional Human Resources certification.
- Must possess a valid Arizona Driver's License.

EQUAL EMPLOYMENT OPPORTUNITY:

It is the policy of the District to provide employment opportunities to all persons based solely on ability, regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and other classification or status protected by law. (ARS § 41-1463)

This job specification should not be construed to imply that these requirements are exclusive standards for the assignment. Incumbents will follow any other instructions and perform any other related duties as may be required by supervisory personnel. Performance of other essential functions may depend upon work location, assignment, and/or shift. Additionally, this position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.