

CITY OF GLENDALE

TITLE:	Human Resources Administrator	CLASS CODE:	251
REPORTS TO:	Deputy Human Resources Director	GRADE:	31
DEPARTMENT:	Human Resources	FLSA:	E
JOB SPECIFICATION DATE: June 2, 2010 ls			

JOB SUMMARY

Performs advanced level professional human resources work in developing and administering the programs and policies in a specific area of human resources such as Compensation and Benefits, Employee Relations, Employment Services, or Employee Development. A Human Resources Administrator supervises the work of other professional and paraprofessional level staff.

ESSENTIAL FUNCTIONS

NOTE: Specific functions, required knowledge, skills & abilities may vary depending on assignment.

1. Plans, organizes, researches and evaluates programs and policies and performs advanced professional level work in area of assignment.
2. Researches new programs, practices, techniques and trends in the field of human resources management; develops programs, policies and practices related to assigned areas; prepares reports and makes recommendations to initiate new programs or improve existing programs; implements as directed.
3. Supervises other professional and paraprofessional level staff in the area of responsibility.
4. Researches and reviews current legislation related to assigned areas; makes recommendations to Human Resources leadership on courses of action.
5. Coordinates and conducts comprehensive total compensation surveys; collects and analyzes data and the City's market position; prepares reports and makes recommendations; facilitates implementation of changes to the pay plans; coordinates the administration of memoranda of understanding.
6. Confers with departments regarding issues related to assigned area of human resources.
7. Supervises employee relations and citywide equal employment opportunity law compliance matters; recommends and approves courses of action.
8. Identifies issues and practices in assigned areas that affect other Human Resources areas and coordinates departmental responses and resolves potential problems.
9. Conducts special research and special projects as assigned; coordinates related activities with other department and City staff.
10. May develop, plan, organize, and conduct training programs in area of expertise for appropriate staff members.
11. Attends and participates in local and state professional meetings and committees; stays informed of new trends and innovations in the field of human resource management.

SECONDARY FUNCTIONS

12. Perform related duties and responsibilities as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern principles and practices of human resource management and administration
- Research and data analysis methods and techniques
- Advanced principles, methods and techniques of assigned area of responsibility (e.g., classification & compensation, employee relations, etc.)
- Pertinent Federal, State and local laws, codes and regulations

Skill in:

- Applying above stated knowledge and principles to workplace situations
- Establishing and maintaining effective working relationships with those contacted in the course of work

Ability to:

- Effectively administer assigned programmatic responsibilities
- Develop and administer goals, objectives and procedures for assigned area
- Manage, coordinate, and evaluate the work of assigned staff
- Prepare clear and concise administrative reports
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Research, analyze and evaluate new service delivery methods and techniques
- Communicate clearly and concisely, both orally and in writing
- Effectively manage multiple and changing priorities
- Lift and move objects and materials weighing up to 30 pounds
- Proficiently operate a variety of standard office equipment, including a personal computer, a variety of computer software and other office equipment that require continuous and repetitive eye and arm or hand movement
- Explain complex programs in simple, non-technical language

WORKING CONDITIONS

Office setting. May include some exposure to field environments.

MINIMUM REQUIREMENTS

Bachelor's degree in Human Resources, Public or Business Administration, or a related field, and four years of progressively responsible professional level experience in Human Resources and one year of experience overseeing a specialized human resources program or area of responsibility.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license