



Alameda Contra Costa Transit District Classification Specification

Exhibit-C

Human Resources Manager - **DRAFT**

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution #-Date
082	Exempt	1-Officials - Administrators	Unrepresented	11	09/14/2022	22-035

DEFINITION:- Under general direction, maintains primary responsibility for all functions, activities, and staff for a distinct, or multiple organizational units within the Human Resources Department. Incumbents in this position plan, organize and direct the staff and activities that include: contributing to the development and implementation of policies, goals objectives, and short and long-range strategic plans; leading and coordinating complex, technical projects; and developing and administering the budget for the area(s) to which assigned.

This classification is differentiated from Director of Human Resources in that the latter is responsible for short and long-term direction and management of multiple services and operational units within the Human Resources department. This classification is further distinguished from the Senior Human Resources Administrator in that the latter is primarily responsible for the day-to-day supervision of the assigned human resources functions, activities, and staff.

~~Under general supervision of the Human Resources Director, plans, organizes, coordinates, and supervises the activities of one or more functional areas within the Human Resource Department, provides consultation and technical direction within the assigned functional areas of Human Resources including: recruitment/selection, classification/compensation, HRIS, employee relations, training and organizational development, benefits, labor relations, and/or affirmative action/equal employment opportunity (AA/EEO).~~

DISTINGUISHING CHARACTERISTICS: The incumbent is responsible for managing the day-to-day operations of a major technical work function (e.g. recruitment/selection, benefits, labor relations) of Human Resources as well as other functional areas.

REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:

- Manages employees of assigned unit(s); selects, trains, develops, mentors and guides staff in achieving goals and objectives; coaches and develops employees; provides constructive feedback on performance and behaviors; reviews and evaluates work; counsels and handles personnel actions as needed.
- Participates in the development and directs the implementation of goals, objectives, work standards, policies procedures, short and long-range strategic plans for the assigned unit(s).
- Develops, administers, and controls the budget for the assigned unit(s); directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- ~~Manages and organizes multiple functional areas within Human Resources including providing technical direction to technical/professional and clerical staff within assigned areas.~~
~~Consults with and advises administrators and employee representatives on personnel-related policies and procedures.~~
- In conjunction with the Legal Department, interprets and communicates federal, state, local, and District laws, and regulations, policies and procedures, to ensure the agency is aware of its legal responsibilities; in conjunction with the Legal Department
- Develops and implements personnel rules and regulations and interprets and administers human resources-related provisions of collective bargaining agreements.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.



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- Confers with, and serves as a resource to, District departments on the planning, development, and implementation of personnel-related programs, projects, policies, and procedures, ~~which to enhance their~~ service delivery and optimize staff efficiencies; responds to difficult and sensitive inquiries; assists with resolutions and formulating alternative recommendations; ensures the provision of optimal customer service to departments.
- Analyzes processes and procedures in assigned functional areas including conducting research and statistical analyses and makes recommendations for improvement.
- Develops, implements, and administers, large and/or complex research studies or projects that may include the development and validation of selection instrumentation for a variety of classifications.
- Establishes collaborative relationships with various functional and departmental areas of the District; ~~serves as a liaison for the assigned unit(s) to other District departments, divisions, and outside agencies; attends meetings as necessary; provides staff support to committees, and task forces as necessary; negotiates and resolves significant and potentially controversial issues.~~
- Provides highly complex staff assistance to an assigned Director or Executive; develops and reviews staff reports related to assigned activities and services; may present information to the Board of Directors and various commissions and committees.
- Stays abreast of changing laws, regulations and procedures pertaining to personnel and human resources-related best practices and regulatory compliance requirements; communicates business implications, and impact to all key stakeholders including the Board of Directors, executive management, other District staff, and various public and private entities.
- ~~Trains and evaluates subordinates and prepares preliminary budget reports in assigned functional areas. Represents Human Resources Department at a variety of meetings and advises the Human Resources Director in alternative courses of action in Human Resources issues.~~
Presents written and oral reports on a wide variety of human resources related issues ~~and topics.~~
- May participate in labor negotiations and/or recommend preliminary proposals including cost implementation projections.
- May be required to temporarily replace or act in the position of the senior District staff member to whom this position normally reports; ~~and~~ may be required to perform some or all of the senior staff member's essential functions in such situations.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of: Principles, policies, and practices of personnel and human resources administration, including recruitment and selection, equal employment opportunity, classification, job analysis, compensation, benefits administration, employee, and organizational ~~training and~~ development; principles and practices of labor relations in a public agency setting, including effective negotiation techniques; administrative principles and practices, including the development of goals and objectives, program and work organization and evaluation; principles and methods of supervision including training, motivation, team building, and conflict resolution; principles and practices of budget preparation, administration and monitoring; project management, analytical processes, ~~and~~ report preparation, and presentation techniques; methods of effective research, and analysis; techniques for making effective public presentations; modern office practices and methods, including computer equipment and software programs relevant to work performed; pertinent District functions, policies, rules, and regulations, and labor agreements; principles, practices, and techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff.

Principles, policies, and practices of personnel and human resources administration including but not limited to recruitment/selection, classification/compensation, HRIS, employee relations, training and organizational



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development, labor relations, benefits, and affirmative action/equal employment opportunity (AA/EEO)/diversity programs; department budget administration; basic research and statistics, supervision; training; employee and organizational development; leadership, team building, motivation and conflict resolution; business report writing; collective bargaining agreements, dispute resolution and collaborative problem-solving techniques; pertinent local, state, and federal laws; rules and regulations; modern office systems and personnel software.

Ability to: Analyze complex data and problems, and identify alternative solutions, and the potential consequences of proposed actions; provide for the hiring, professional development, supervision, work review and evaluation of staff; develop goals, objectives, complex budgets, policies, procedures and work standards; develop and implement recommendations in support of department and project goals; interpret and apply District and Board policies and procedures, as well as relevant state and federal regulations and laws affecting a broad program of human resources; comprehend, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed; effectively represent the department and the District in meetings with internal stakeholders, governmental agencies, community groups, various businesses, professional, and regulatory organizations, and in meetings with and individuals; communicate effectively both verbally and in writing; identify and apply principles of problem solving, research and analytical judgment; exercise sound independent judgment within established guidelines; work effectively under pressure and meet critical deadlines; work effectively and tactfully with people on sensitive problems involving divergent viewpoints; establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

Manage and supervise the work of professional, technical, and clerical staff performing a variety of human resources functions including but not limited to recruitment/selection, classification/compensation, HRIS, employee relations, training and organizational development, labor relations, benefits, and affirmative action/equal employment opportunity (AA/EEO)/diversity programs; effectively train and evaluate staff; prepare and administer budgets of functional areas; apply collaborative work strategies and gain the cooperation of employees at all levels of the department and/or throughout the entire organization; recognize, encourage, and motivate employees at an individual and/or group level; analyze complex issues and develop alternative solutions; prepare written reports and make recommendations; make oral presentations to a variety of audiences in Human Resources related topics; establish and maintain positive working relationships with District personnel, union representatives, and members of the public using principles of good customer service.

Education: Equivalent to a Bachelor's Degree from an accredited four-year college or university in Industrial Psychology, Human Resource Management, Public Administration, or directly related field. Graduate degree preferred.

Experience: Six years/Seven (7) years of increasingly responsible experience in a human resources administration that included three four (34) years supervising journey-level staff performing in human resources functions and activities of supervisory experience, recruitment/selection, classification/compensation, HRIS, employee relations, training and organizational development, labor relations, benefits, and/or affirmative action/equal employment opportunity (AA/EEO).

License and Certification(s): License and Certification(s): None.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to direct or conduct field studies, and attend external meetings and events.



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Special Environmental Conditions: Must be willing to: (1) work outside regular business hours as required and (2) travel between the various District divisions.

Established Date: 08/27/2004, Res. #2002
Revision Date: 09/14/2022, Res. # 22-035