



**LIVERMORE AREA RECREATION AND PARK DISTRICT  
JOB DESCRIPTION  
HUMAN RESOURCES MANAGER**

---

DIVISION: Administration  
DATE ADOPTED: January 12, 2011

CLASSIFICATION CODE: 1025  
FLSA STATUS: Exempt

---

**POSITION SUMMARY:**

Under general direction, provides overall management of the District's human resources functions, including classification and compensation plan administration, job analysis, recruitment and selection, disciplinary actions, training, employee benefits, and worker's compensation; and provides highly responsible and complex administrative support to the General Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Plans, directs, supervises and coordinates activities of Human Resources personnel.
2. Directs employment management functions including recruitment, examination, selection, training and orientation activities.
3. Performs investigations, gathers and analyzes information, prepares reports, recommendations, or correspondence on assigned subjects.
4. Provides staff support and presentations to Personnel Commission.
5. Manages job classification and compensation analysis and performance management program.
6. Coordinates the examination and handling of unemployment and worker's compensation claims.
7. Interprets District personnel policies and procedures, making recommendations for change as necessary.
8. Assures compliance with all applicable Federal and State laws and regulations in assigned area.
9. Provides information and interpretation including presentations to the District Board of Directors, various District departments, employees, others employers and applicants regarding personnel policies, procedures, practices and decisions and manages the progressive discipline system.
10. Oversees the District's employee benefit programs such as retirement, health, dental, deferred compensation, dependent care, long term disability, Flexible Spending Account and FMLA (family care and medical leave).
11. Counsels and advises employees on matters related to employment.
12. Performs administrative support duties including written reports, letters and policies.
13. Maintains effective and positive relationships with District staff, Board of Directors, commissions and committees, other government agencies, volunteer groups, service clubs and other related groups.
14. Other duties as assigned.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. The duties of this position are generally performed in work conditions found in a typical indoor office environment. Travel to and work from out-of-office locations is sometimes required. Working irregular hours during the evening and occasional weekends is sometimes required. The noise level of the work environment is moderate.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. While performing the duties of this job, the employee is regularly required to have: hearing and speech adequate to communicate in person, by telephone and video conferencing; vision adequate to read standard text; bodily movement adequate to drive an automobile; manual dexterity adequate to write and use computers and office equipment; strength to perform moderate lifting and carrying of items weighing up to 20 pounds.

**MINIMUM QUALIFICATION REQUIREMENTS:**

**Education:** Bachelor's degree from an accredited college or university in business administration, human resources or a related field. A Professional in Human Resources (PHR) certification is preferred.

**Experience:** Five years of increasingly responsible Human Resources function management including two years of supervisory responsibility. **Or** some acceptable combination of education, experience and ability that would likely provide the required knowledge, skills and abilities as determined by the District.

**KNOWLEDGE, SKILLS, ABILITIES:*****Knowledge of:***

- Public sector human resources management and administration;
- Methods and techniques related to classification, compensation and benefits analysis;
- Applicable State and Federal employment laws and regulations;
- Principles and techniques of recruitment and selection in the public sector;
- Principles of supervision, training and performance evaluation.

***Ability to:***

- Interpret and apply relevant laws, policies and regulations;
- Communicate effectively, both orally and in writing;
- Develop, coordinate and implement human resources programs;
- Prepare concise and complete analyses, proposals and other written materials;
- Maintain accurate records;
- Meet critical deadlines;
- Research and analyze complex problems, evaluating varied information and data;
- Demonstrate proficiency in the use of standard office equipment, including personal computers, word processing, spreadsheets, electronic mail and/or data applications;
- Work cooperatively with divergent groups.

**LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:**

Incumbents will be required to maintain a valid California Driver's license while employed or demonstrate the ability to travel to required locations in a timely manner.