

CITY OF REDWOOD CITY HUMAN RESOURCES REPRESENTATIVE

DEFINITION

To perform human resources work in a variety of personnel program areas including recruitment, selection, classification, training, salary administration, health benefit management, affirmative action/equal employment opportunity, Workers' Compensation and occupational health and safety programs.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from the Senior Human Resources Representative in that assignments are less complex and incumbent generally works under the supervision of the senior position.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Senior Human Resources Representative.

Responsibilities may include lead supervision of technical and support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Plan, coordinate and assist in supervision of a variety of personnel program areas such as recruitment and selection, salary, classification, health benefit management, Worker's Compensation, occupational health and safety, Affirmative Action/Equal Opportunity and Americans With Disabilities Act.
2. Write clear specifications, job announcements, classification and salary reports, examinations, personnel procedures and training materials.
3. Conduct and administer recruitment selection procedures for classified and non-classified positions.
4. Plan, develop, administer and coordinate various City-wide programs such as training, equal employment opportunity, bilingual program, workers' compensation; and work closely with departments to ensure goals and objectives of the program are understood and program policies are followed.
5. Analyze City-wide and departmental policies and procedures to ensure compliance with state and federal laws, regulations and City policies; monitor changes in the laws and regulations, evaluate their impact upon City activities and make recommendations for compliance.

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6. Investigate complaints of discrimination, both internal and from external regulatory agencies and make recommendation to the Director of Human Resources.
7. Assist management and employees in problem identification and resolution; may represent the city in an outreach and informational context related to areas of assignment.
8. Compile and summarize a variety of data to prepare periodic and special reports related to assigned functions; prepare correspondence and a variety of reports and written materials; maintain accurate records and files.
9. Respond to requests for information from employees, management, outside agencies and the public.
10. Perform Senior Human Resources Representative support work regarding personnel issues, staffing needs, interpretation of personnel policies, procedures and memoranda of understanding.
16. Develop and maintain contact with public and private sector community based organizations.
17. Perform work with a record of regular attendance and punctuality.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of personnel administration as related to recruitment and selection, classification, salary administration, training, employee relations, and Workers' Compensation.

Principles and practices of personnel management and training.

Applicable Federal, State, and local laws and regulations pertaining to human resources and Worker's Compensation programs.

Affirmative Action and Equal Employment Opportunity rules and regulations.

Principles and practices of administrative analysis.

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Computer applications and other modern office technology methods and procedures related to the work.

Ability to:

Administer and coordinate various personnel program areas.

Handle and prioritize a variety of assignments and meet deadlines.

Perform paraprofessional personnel work with limited supervision and general direction.

Interpret, apply and explain applicable rules, regulations, laws, policies and procedures.

Write clear and concise reports, correspondence, procedures and other written materials.

Communicate verbally and make public presentations.

Develop comprehensive plans from general instructions.

Perform basic statistical analysis and conduct research studies.

Collect, compile, summarize and maintain accurate records and files; and prepare clear and concise reports.

Interpret and resolve special needs of employees and staff members.

Use initiative, independent judgment and problem solving within established procedural guidelines.

Organize work, set priorities and meet critical deadlines.

Make effective public presentations.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Skill to:

Operate modern office equipment including computer equipment.

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Operate a motor vehicle safely.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of general personnel administration experience.

Training:

Equivalent to completion of two years of college or possession of an Associate of Arts degree from an accredited college or university with major course work in personnel administration, business administration, public administration or a related field. Additional experience as outlined above may be substituted for the education on a year-for-year basis.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment.

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**ADA
DOCUMENTATION OF ESSENTIAL DUTIES**

1. SDE
2. SAE
3. SAE
4. SAE
5. MAE
6. OAE
7. MAE
8. MAE
9. SDE
10. SDE
11. SAE
12. SDE

**DOCUMENTATION SCALES AND CODES
FOR ESSENTIAL DUTIES**

Time Spent:

S	Significant	10% of day, week, or month
M	Moderate	5-9%
O	Occasional	Less than 5%

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

E	Major focus of job/position
NE	Minor (can easily be assigned to another position)

Effective Date: May, 1999

Bargaining Group: Redwood City Management Employees' Association