



HUMAN RESOURCES SUPERVISOR

DEFINITION

Under general direction, supervises staff and day-to-day activities in Human Resources; develops and implements programs and activities consistent with Monrovia's values and employee relations programs. This position is confidential as defined by the Meyers-Milias-Brown Act.

SUPERVISION EXERCISED

Supervises subordinate personnel.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Supervise and direct recruitment and selection process, including development of job announcements, placement of ads in newspapers and professional journals, applicant screening, scheduling interviews, development of oral interview questions, administering tests and preparing eligibility lists.

Conduct compensation and benefits survey and studies gathering information from other cities and agencies; conduct desk audits and revise/develop job descriptions as necessary.

Development of policies, procedures, forms and practices to improve Human Resources operations and efficiencies.

Develop and implement comprehensive new employee orientation program; ensure that new employees are properly on-boarded.

Compose and proofread reports, correspondence, policies and related documents.

Coordinate employee training programs and related employee development programs.

Coordinate day-to-day activities and programs with the California Joint Powers Insurance Authority.

Complete special projects as assigned.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard office procedures, methods and computer equipment.

Computer software such as Word, Excel, mail merge and related programs.

Recruitment techniques and strategies.

Techniques used in dealing with staff, the public and customer service.

Survey techniques, statistics and report writing.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Accurately type and enter and tabulate data.

Respond to questions from the public and staff.

Accurately perform basic mathematical calculations.

Plan and organize work to meet schedules and timelines.

Collect and analyze data, present findings objectively, clearly and concisely and prepare reports with conclusions and recommendations.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

BA/BS in Human Resources, Public Administration or related field and three (3) years experience in municipal government and Human Resources, including



familiarity with a variety of computer software programs. Bi-lingual skills desirable.

LICENSE OR CERTIFICATE

Valid California Class C Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

