

Housing Authority of the County of Tulare

Job Description

Job title: HUMAN RESOURCE MANAGER

Work Location: One or more of the agency office locations located in Tulare County

Department: ADMINISTRATION

Reports to: EXECUTIVE DIRECTOR

☒ **Full-time**
☐ **Part-time**

☒ **Exempt**
☐ **Nonexempt**

DEFINITION:

Under direction, to perform technical work of a complex nature in the administration of the personnel, benefits and insurance programs of the Housing Authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as a liaison between the executive director and employees.
- Performs classification studies, including obtaining and analyzing information and making recommendations.
- Prepares or revises job descriptions.
- Conducts salary surveys.
- Researches information and prepares reports for presentation orally or in writing.
- Maintains personnel and insurance records.
- Directs and implements the procedures for the recruitment of new employees, including advertising, interviewing, testing, making recommendations for the selection of new personnel and conducting new employee orientations.
- Organizes, administers and performs assigned centralized personnel services, such as employee health insurance, Affirmative Action, ADA, modified-duty/early return-to-work program, family medical leave, Section 125 Plan, long-term disability and Worker's Compensation programs, including analyzing information, preparing reports, and claims resolution.
- Oversees and maintains risk control and safety programs in conjunction with the safety committee, executive director and safety officer.
- Oversees the hazard communication program and prepares hazard materials reports for local agencies.
- Provides information and answers inquiries from other departments, employees and the public concerning personnel, benefits and risk management matters.
- Assists in the development and implementation of personnel management policies, procedures and benefits, and keeps employees informed of changes.
- Reviews performance evaluations for conformance to procedures and ensures that evaluations are performed in a timely manner.
- Prepares all transaction reports.
- Reviews and approves all leave requests.
- Meets with employees and supervisors to resolve grievances and complaints.
- Assists managers in the due process requirements of employee discipline, including investigating complaints, writing probation and separation notices and attending disciplinary hearings.
- Represents the agency in personnel related hearings and investigations with outside agencies.

- Supervises the Executive Assistant/Office Manager position directly and indirectly helps with supervision of the administrative office clerical staff.
- Oversees property, liability and auto insurance programs, including claims resolution.
- Serves as the labor compliance officer for public works projects awarded to outside contractors, including securing proper wage rates, verifying correct payment of wages to employees and preparing semi-annual reports to federal agencies.
- Serves as Chairperson for the agency's Scholarship Committee program.

MARGINAL FUNCTIONS: Performs related work as required or delegated.

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS:

- High School education or GED equivalent.
- Graduation from an accredited college or university with a degree in public administration, business administration or a related field, and three years of increasingly responsible experience in personnel and risk management.
- Any combination of education, training and experience that would demonstrate possession of requisite knowledge and abilities may be substituted for the college education.

KNOWLEDGE OF:

- Principles and practices of public administration, personnel selection, interview techniques, loss causes and safety principals.
- Methods used to collect, organize and analyze data and prepare clear, concise and technically accurate reports, policies, and procedures.
- Federal, state, and local laws, codes, and regulations.
- Computer usage and application.
- Principles of mathematics and statistics.

SKILLS TO:

- Read and interpret complex legal and technical information.
- Prepare grammatically correct reports and letters.
- Communicate with groups and individuals.
- Define problems, research, collect and analyze data and make appropriate recommendations.
- Give and follow verbal and written instructions.
- Establish and maintain an effective working relationship with co-workers and the general public
- Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.
- Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision making skills.
- Computer literate in MS Office software.

DESIRABLE QUALIFICATIONS:

- Knowledge of Housing Authority departmental functions, governmental agency legal requirements relating to personnel administration and insurance programs.
- Principles and practices of modern office management and administration.

PHYSICAL CHARACTERISTICS:

- Manual dexterity of the hands/wrists in order to operate a computer keyboard, calculator and other office equipment.
- Good eyesight to read/write and visually use a computer screen.
- Strength and flexibility in order to bend, reach, stoop and lift.
- Good hearing to accommodate and greet persons coming into the office and to handle telephone conversations.
- Clear speech and verbal skills in order to communicate with the public and co-workers.
- Ability to operate a motor vehicle.

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| <ul style="list-style-type: none">• Must have ability to cope with stressful circumstances and to cordially interact with co-workers to accomplish common tasks.• Regular attendance required. |
| LICENSES/CERTIFICATES:
A valid California driver's license and acceptable DMV record. |
| Adopted: 2/2024 |