

**CITY OF SAN MATEO
RESOLUTION NO. __ (2024)**

**CLASSIFICATION UPDATES
HUMAN RESOURCES DEPARTMENT**

WHEREAS, pursuant to the San Mateo Municipal Code Section 2.57.030(d), approval of new classifications and related job specifications, salary schedules, compensation changes, elimination or reinstatement of positions, reallocation of positions, reclassifications, and revisions of job specifications must be approved by City Council Resolution; and

WHEREAS, the proposed changes as detailed below are in response to Human Resources Department's request to reallocate the Senior Human Resources Analyst position to Human Resources Manager to accurately reflect the full scope of the actual duties and responsibilities of the position; and

WHEREAS, the proposed job specification for the classification of Human Resources Manager is attached hereto as Exhibit A; and the proposed salary range for the classification of Human Resources Manager is attached hereto as Exhibit B; and all exhibits are incorporated by reference; and

WHEREAS, the employee association representing the impacted classifications have been informed of the job specification updates and have not brought forth any objections or concerns.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY RESOLVES that:

1. The classification updates are not subject to California Environmental Quality Act (CEQA Guidelines Section 15061(b)(3)) because it can be seen with certainty that they will not cause a physical change in the environment; and
2. The creation of the new classification Human Resources Manager, the job specification and salary range for the classification of Human Resources Manager; and
3. The reallocation of the Senior Human Resources Analyst position to Human Resources Manager are approved.



HUMAN RESOURCES MANAGER

DEFINITION

Under the general direction of the Human Resources Director, plans, organizes, oversees, coordinates, and manages the human resources functions of the San Mateo Consolidated Fire Department (Department), including recruitment and selection, employee relations, labor relations, administrative employee training and development, performance management, classification and compensation, workers' compensation, and benefits administration; manages the effective use of department resources to improve organizational productivity and customer service; provides complex and professional-level support to the Fire Chief in areas of expertise; and performs related duties as assigned. Performs work that requires considerable independence, initiative, and discretion within guidelines.

SUPERVISION RECEIVED/EXERCISED

Administrative direction provided by the Fire Chief. Supervision provided by Human Resources Director. May exercise technical and functional supervision over professional and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Plan, coordinate, and implement recruitment, examination, selection and onboarding processes. When necessary for the position, coordinate and execute recruitment and assessment center duties in collaboration with outside vendors.

Interpret labor contracts and compensation and benefit plans and other Department rules, regulations, policies, and procedures; provide analytical and strategic support for labor negotiation matters; work with finance staff to determine proposal costs.

Manage the workers' compensation program and provide oversight to the third-party administrator; regularly consult with workers' compensation attorney; evaluate services offered by insurance provider and implement those beneficial to the Department and employees; advise injured workers of their rights and benefits; answer questions regarding benefits and eligibility and coverage disputes; promptly respond to legal requests and assist employees in navigating the PERS industrial disability retirement application process when necessary.

Administer comprehensive employee benefits program; including health insurance, pension and retiree health savings; partner with broker to stay informed about trends in the benefit

marketplace and make recommendations for plan amendments; work closely with benefit providers to resolve issues; provide guidance on plan interpretation, explain benefit provisions, and eligibility requirements to staff.

Attend and participate in professional group meetings, monitor legislation, and analyze proposed legislation to determine impact on Department operations; make recommendations for changes and implement policy and procedural changes as required.

Administer employee protected leaves, return to work, modified duty and reasonable accommodation; ensure compliance with applicable laws, rules, and best practices.

Conduct and/or oversee investigations relative to complaints of discrimination and/or harassment; provide assistance and guidance to department managers in the use of and appropriate procedures to follow in taking disciplinary actions.

Prepare and present staff reports to Boards, Councils, and Commissions related to assigned activities and services.

Conduct a variety of organizational and operational studies. Review and evaluate service delivery methods and systems; including administrative and support systems and internal relationships; identify opportunities for improvement.

Work with legal counsel to prepare responses to government agencies, such as DFEH, EEOC, PERB, PERS, etc. as it pertains to human resources matters.

Serve as a consultant to Department managers and company officers to identify and solve complex, technical, and sensitive human resources issues.

Participate in the development, administration, and oversight of the division's budget. Assist in the selection and management of vendors, consultants and service providers; oversee compliance of consultants and vendors with contract provisions.

Participate in the development and implementation of goals, objectives, policies, and priorities for the division; recommends and administers policies and procedures.

Administer the Department's Personnel Rules pertaining to human resources, including grievances, recruitment and selection, medical examinations, performance evaluations, classification plan, wage and hour, compensation, personnel actions, layoffs, benefits, retirement, leaves of absence, discrimination and harassment, ethics, and disciplinary process.

Receive, investigate, and respond to difficult and sensitive problems and complaints in a professional manner in conjunction with legal counsel.

Serves as human resources liaison with Department member agencies and outside agencies.

Direct the establishment and maintenance of working and official files.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of human resources administration in a municipal setting, including recruitment, selection, equal employment opportunity, and employee orientation; job analysis and classifications; compensation and benefits analysis and administration, and employee and labor relations, including interpretation of laws, regulations, policies, and procedures.

Health and welfare benefits administration including cost structure of employee benefits.

Applicable Federal, State, and local laws, ordinances, procedures and regulations including administrative and Department policies and procedures.

Practices of researching human resources issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff and technical reports.

Administrative principles and practices, including goal setting, program development, implementation, and evaluations, project management, and budget development, administration and expenditure control.

Techniques for effectively representing the Department in contacts with governmental agencies and various business, professional, educational, regulatory, and legislative organizations.

Principles and procedures of statistical and administrative record keeping.

Safe driving principles and practices.

Ability to:

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

Independently perform the full range of responsible and difficult analytical and administrative work involving the use of independent judgment and personal initiative.

Direct the establishment and maintenance of a variety of filing, record keeping, and tracking systems for human resources matters for the Department.

Effectively administer a variety of human resources programs, functions, and administrative activities.

Independently conduct studies and research projects, evaluate alternatives, make sound recommendations, and prepare effective staff and technical reports; present technical information and data in an effective manner.

Research, analyze, and evaluate human resources programs, policies, and procedures.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Work closely and professionally with the Department's legal counsel on human resources matters.

Conduct research on a wide variety of human resources and administrative topics.

Interpret, apply, explain and ensure compliance with Federal, State, and local policies, procedures, laws and regulations.

Prepare clear and concise correspondence and reports on a variety of human resources and administrative issues.

Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

Operate a motor vehicle safely.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

Five (5) years of increasingly responsible human resources experience, including at least two (2) years of supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, human resources management, or a related field.

License or Certificate:

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

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

ADOPTED CC:	09/03/2024
REVISED CC:	
FORMER TITLES:	
BARGAINING UNIT:	MANAGEMENT UNIT
FLSA:	EXEMPT
PERFORMANCE APPRAISAL:	MANAGEMENT
DOT:	NO
PRE APPT-MEDICAL:	NO
SAFETY SENSITIVE:	NO
REQUIRED HARASSMENT PREVENTION TRAINING:	SUPERVISORY
FORM 700:	YES
JOB CODES:	2108
ABOLISHED:	

Exhibit B

City of San Mateo – Merit Salary Schedule for Adoption by Council on September 3, 2024

Human Resources Manager (job code 2108)				
<u>Steps</u>	<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annual</u>
Step 1	70.63	5650.40	12,242.30	146,910.40
Step 2	73.81	5904.80	12,793.49	153,524.80
Step 3	77.13	6170.40	13,368.94	160,430.40
Step 4	80.60	6448.00	13,970.40	167,648.00
Step 5	84.23	6738.40	14,599.59	175,198.40