



TOWN OF YOUNTVILLE JOB DESCRIPTION

Human Resources & Information Technology Manager

GENERAL PURPOSE:

Under general administrative direction, plans, manages, oversees and directs the operations and services of the Human Resources & Information Technology Department, which includes the administration of the Town's personnel systems, such as job classification and pay plans, employee benefit plans, performance evaluation, personnel transaction processing and personnel records, recruitment, examination and selection, labor and employee relations, insurance, safety, risk management, labor relations, EEO/AA and Information Technology services; conducts research, analysis, report writing and oral presentations regarding a variety of personnel, risk management and information technology related matters; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Human Resources & Information Technology Manager is the administrative management level class which oversees all functions and operations of the Human Resources & Information Technology Department. This classification exercises the full range of supervisory authority over assigned clerical, technical and/or professional personnel, as well as management of assigned contractors. This classification is distinguished from the next higher classification of Town Manager in that the latter has overall responsibility for administering the Town's operations.

SUPERVISION RECEIVED/EXERCISED:

Receives general administrative direction from the Town Manager and policy direction from the Town Council. Exercises direct and indirect supervision over professional, technical and/or office support personnel.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Conducts organizational, position classification, pay and benefit studies; conducts surveys, analyzes data and develops classification specifications; recommends changes to the classification and pay plans and to the allocation of positions; presents recommendations to the Town Manager and Town Council; remains current on changing and complex legislative and case law applicable to general and specific employee groups.
- Performs administrative and supervisory tasks related to the establishment; performs ongoing evaluations; implements and processes employee benefit programs, including, but not limited to, health, dental, life and long-term disability insurance, workers' compensation and retirement.

- Oversees the administration of the employee performance evaluation process and all personnel transactions, to ensure compliance with Town personnel rules and regulations and current laws, including FLSA, FMLA, and MMB; oversees the maintenance and proper handling of personnel files.
- Plans, oversees and conducts recruitment activities, including the announcement and advertising of job opportunities; develops and conducts written, oral and performance tests, reviews and screens employment applications; determines and recommends appropriate pass points; monitors the establishment, maintenance and use of employment lists; conducts new employee orientations.
- Participates in employee-employer relations activities, including contract negotiations with Yountville Employee Associations, disciplinary actions and grievance procedures, including those involving complex drug and alcohol policies, procedures and testing for various employee groups; negotiates and resolves sensitive, complex and controversial personnel complaints and issues.
- Oversees administration of the Town's risk management programs, including the processing, coordination and record keeping of liability and workers' compensation claims; oversees the maintenance of all insurance and self-insurance policies; develops and implements risk management policies and procedures; serves as the Town representative to self-insurance joint power authorities.
- Conducts research, gathers and analyzes information and prepares reports, recommendations and correspondence on a variety of personnel and risk management related subjects; identifies opportunities for improvements in the personnel and risk management functions; develops, recommends, and implements policies and procedures.
- Provides information and interpretations to various Town departments, employees, employee organizations, outside agencies, applicants and the public regarding personnel and risk management policies, procedures, practices and decisions; coordinates a variety of Town-wide activities with other Town departments and outside agencies.
- Selects, trains, motivates and evaluates assigned personnel; works with employees to improve skills and correct deficiencies, especially in highly charged areas such as discrimination, hostile work environments, ADA accommodation and harassment.
- Develops, recommends and monitors the Human Resources, Risk Management, and Information Technology (IT), Napa Valley Tourism Improvement District (NVTID), Town Manager's Office related budgets.
- Improves the manner in which the job is performed and increases the quality of service to Town departments and the public on a continuous basis.
- Ensures that the Town's EEO/AA is properly maintained; investigates allegations filed under the Town's Harassment Policy; recommends discipline where appropriate.

- Accepts full responsibility for the management, strategy and execution of information technology services, ensuring technical projects are in alignment with organization goals; directs the effective delivery of networks, development and disaster recovery systems and processes.
- Works with staff, management, external vendors and advisors to find solutions to manage business activities.
- Researches and recommends new products, identifying new market opportunities and leading efforts to improve IT processes.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, Town management and staff and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. The position requires the need to lift, drag and push files, paper and documents weighing up to 25 pounds.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for Human Resources & Information Technology Manager. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and increasingly responsible professional level experience in public personnel administration, including some experience in directing the work of others, and a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. A Master's degree in a related field is desirable.

License/Certificate:

Possession of, or the ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Principles, methods and trends of public personnel administration, including classification and job analysis; principles and practices of recruitment, interviewing and personnel selection and test construction and administration; compensation systems; principles and practices of labor and employee relations as pertains to public employment; principles of management, supervision and training; insurance principles and practices; workers' compensation laws of California; public retirement systems; applicable Federal, State and local laws and regulations including, but not limited to, Fair Labor Standards Act, Family Medical Leave Act, Public Employees Retirement System, Pregnancy Disability Act, Meyers-Milias-Brown Act, Health Insurance Portability and Accountability Act, California Family Rights Act, Fair Employment & Housing Act, Americans with Disabilities Act, Consolidated Omnibus Reconciliation Act (COBRA), Title VII of the Civil Rights Act of 1964, Workers' Compensation and OSH Act/Cal OSHA; analytical, statistical and research methods; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Understand, interpret and appropriately apply often complex, and occasionally overlapping, personnel rules, regulations, standards, policies and procedures applicable to public employment; analyze organizational and administrative problems; create, recommend and implement effective courses of action; coordinate and supervise the work of others; facilitate groups and maintain good employee and public relations; work with sensitivity within complex political environments; apply a high degree of independent judgment; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and other software applications.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, web-site maintenance, PowerPoint presentation software, database, and project scheduling; motor vehicle; phone; cell phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

The noise level in the work environment is usually quiet to moderate but can be noisy due to existing office configuration. Because the working environment is in a public administrative setting, the incumbent works with frequent deadlines, constant interruptions and, at times, impatient and irate customers.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

This is an At-Will position, constituting an employment agreement between the Town of Yountville and incumbent.

Resolution No. _____

Effective Date:

Revision History: Version: _____ Effective Date: _____