

DATE SUBMITTED 10/2/2020
 SUBMITTED BY ACM
 DATE ACTION REQUIRED 10/07/2020

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS 8

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: CONSENT: RECLASSIFICATION OF HUMAN RESOURCES MANAGER TO HUMAN RESOURCES SPECIALIST	
DEPARTMENT INVOLVED: City Manager's Office	
BACKGROUND/SUMMARY: After review of the duties, tasks and responsibilities assigned to the Human Resources Manager, it is the recommendation of the City Manager that the position be reclassified to Human Resource Specialist to better meet the needs of the City.	
FISCAL IMPACT: Salary Savings of \$16,597.80	ADMIN SERV INITIALS <u>KS</u>
STAFF RECOMMENDATION:	DEPT. INITIALS _____
MANAGER'S RECOMMENDATION: It is the City Manager's recommendation to reclassify the position as proposed.	CITY MANAGER'S INITIALS <u>JHM</u>
MOTION:	
SECONDED: AYES: NAYES: ABSENT:	APPROVED () REJECTED () DISAPPROVED () DEFERRED () REFERRED TO:

CITY OF IMPERIAL

JOB DESCRIPTION

HUMAN RESOURCES SPECIALIST

SALARY:

Hourly:	\$28.90 – \$39.67
Biweekly:	\$2,312 - \$3,173.60
Monthly:	\$5,009.33 – \$6,876.13
Annual:	\$60,112.00 - \$82,513.60

FLSA Exempt – MSPC Collective Bargaining Unit

DEFINITION:

Under general supervision, performs a wide variety of highly responsible, complex, technical and confidential administrative duties relating to personnel functions and programs in the areas of employment recruitment, workers compensation, benefits administration, classification and compensation, and employee relations; provides information and assistance to City employees and the general public regarding human resources activities, processes, policies, and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answers inquiries and advises or assists internal and external customers by phone, in person, and in writing; educates employees and supervisors on personnel rules, policies, and procedures.
- Composes correspondence related to assigned human resources programs and activities, including employment verification requests, salary and benefit surveys, and other requests for information.
- Coordinates the full recruitment and selection process for new and promotional employment opportunities including: planning and developing recruitment strategies, preparing job announcements utilizing NeoGov, administering tests, candidate communication, and reference checks.
- Coordinates post-offer pre-employment physicals, drug screens or other pre-employment screenings; maintains personnel records ensuring timely and accurate records.
- Responds to questions related to benefits administration including retirement and deferred compensation plans.
- Completes the filing of first reports, coordination of doctor's appointments and return to work for workers compensation injuries.
- Researches, compiles and analyzes data for special personnel projects and reports.
- Assists in the coordination of City's employee benefit programs, including medical, dental, vision, life, long term disability, employee assistance program, section 125 plan, COBRA and CalPERS retirement.
- Provides guidance, direction and interpretation of human resources laws, rules and policies.
- Coordinates compliance with Federal and State laws related to benefits and return-to-work including Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Americans with Disabilities Act (ADA).
- Works directly with City departments to implement needed safety/health and risk prevention

training.

- Assists in labor relation activities as assigned.
- Exercises considerable discretion and independent judgment in performing extensive liaison and coordination responsibilities with City staff and representatives of public agencies, insurance companies and third-party administrators.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be graduation from an accredited four-year college or university with major course work in human resources management or a related field, and two years of responsible experience in human resources in a comparable position.

Experience in dealing with the public, working in a public agency setting and working in an organization that will have provided a knowledge of the departmental function to which assigned is desirable

Licenses and other Requirements

- N/A

Knowledge of:

- Laws and regulations relating to employee benefits including FMLA/CFRA, ADA and COBRA.
- Basic principles and practices of human resources in a public agency setting.
- Principles and practices related to recruitment, selection, classification and compensation.
- Employee relations, grievances and disciplinary actions.
- Federal, state, and local laws and ordinances governing employment practices and procedures.
- Computer applications related to the work such as word processing, database and spreadsheet applications.
- Occupational safety and health rules and regulations and worker's compensation claims administration.
- Techniques for effectively representing the City in contacts with government, business and professional organizations, bargaining groups, the public and employees.
- This position requires strong verbal and written communication skills and a positive, courteous approach to working with internal and external customers to resolve problems.

Ability to:

- Interpret, apply, and explain policies, procedures, and practices of human resources administration and risk management.
- Develop effective team relationships with employees at all levels, City officials, and employee organizations.
- Organize own work, set priorities, work independently on a day-to-day basis, meet critical deadlines and balance multiple objectives.
- Recognize and maintain the confidentiality of employee records and employment circumstances
- Review, balance and reconcile employee benefit records.

- Perform a wide variety of human resources assignments requiring the exercise of sound judgment, initiative, tact and confidentiality within established policy and procedural guidelines. • Produce correspondence and reports with speed and accuracy sufficient to perform assigned work.
- Learn to use specialized software as implemented.
- Ability to think critically in order to formulate and implement specified activities.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Fast-paced environment with changing priorities.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and inspect work in progress.
- Reaching to obtain files.
- Lifting, carrying and balancing materials.
- Standing and sitting for extended periods.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**CITY OF IMPERIAL
MSPC SALARY SCHEDULE
FISCAL YEAR 2020 - 2021**

<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>10 YR STEP 8</u>
60	17.21	18.07	18.97	19.92	20.92	21.96	23.06	24.22
61	17.64	18.52	19.45	20.42	21.44	22.51	23.64	24.82
62	18.08	18.99	19.93	20.93	21.98	23.08	24.23	25.44
63	18.53	19.46	20.43	21.45	22.53	23.65	24.84	26.08
64	19.00	19.95	20.94	21.99	23.09	24.25	25.46	26.73
65	19.47	20.45	21.47	22.54	23.67	24.85	26.09	27.40
66	19.96	20.96	22.00	23.10	24.26	25.47	26.75	28.08
67	20.46	21.48	22.55	23.68	24.87	26.11	27.41	28.79
68	20.97	22.02	23.12	24.27	25.49	26.76	28.10	29.51
69	21.49	22.57	23.70	24.88	26.12	27.43	28.00	29.40
70	22.03	23.13	24.29	25.50	26.78	28.12	29.52	31.00
71	22.58	23.71	24.90	26.14	27.45	28.82	30.26	31.77
72	23.15	24.30	25.52	26.79	28.13	29.54	31.02	32.57
73	23.72	24.91	26.16	27.46	28.84	30.28	31.79	33.38
74	24.32	25.53	26.81	28.15	29.56	31.04	32.59	34.22
75	24.93	26.17	27.48	28.85	30.30	31.81	33.40	35.07
76	25.55	26.83	28.17	29.58	31.05	32.61	34.24	35.95
77	26.19	27.50	28.87	30.31	31.83	33.42	35.09	36.85
78	26.84	28.18	29.59	31.07	32.63	34.26	35.97	37.77
79	27.51	28.89	30.33	31.85	33.44	35.11	36.87	38.71
80	28.20	29.61	31.09	32.65	34.28	35.99	37.79	39.68
81	28.91	30.35	31.87	33.46	35.13	36.89	38.74	40.67
82	29.63	31.11	32.67	34.30	36.01	37.81	39.70	41.69
83	30.37	31.89	33.48	35.16	36.91	38.76	40.70	42.73
84	31.13	32.68	34.32	36.03	37.84	39.73	41.71	43.80
85	31.91	33.50	35.18	36.94	38.78	40.72	42.76	44.90
86	32.70	34.34	36.06	37.86	39.75	41.74	43.83	46.02
87	33.52	35.20	36.96	38.81	40.75	42.78	44.92	47.17
88	34.36	36.08	37.88	39.78	41.76	43.85	46.05	48.35
89	35.22	36.98	38.83	40.77	42.81	44.95	47.20	49.56
90	36.10	37.90	39.80	41.79	43.88	46.07	48.38	50.80
91	37.00	38.85	40.79	42.83	44.98	47.22	49.59	52.06
92	37.93	39.82	41.81	43.90	46.10	48.41	50.83	53.37
93	38.87	40.82	42.86	45.00	47.25	49.62	52.10	54.70
94	39.85	41.84	43.93	46.13	48.43	50.86	53.40	56.07
95	40.84	42.89	45.03	47.28	49.64	52.13	54.73	57.47
96	41.86	43.96	46.15	48.46	50.89	53.43	56.10	58.91
97	42.91	45.06	47.31	49.67	52.16	54.77	57.50	60.38
98	43.98	46.18	48.49	50.92	53.46	56.14	58.94	61.89
99	45.08	47.34	49.70	52.19	54.80	57.54	60.42	63.44
100	46.21	48.52	50.95	53.49	56.17	58.98	61.93	65.02
101	47.37	49.73	52.22	54.83	57.57	60.45	63.47	66.65
102	48.55	50.98	53.53	56.20	59.01	61.96	65.06	68.31

<u>POSITION</u>	<u>RANGE</u>
Information Technology Support Technician	60
Accounting Technician	69
Engineer Technician / Inspector	74
Recreation Coordinator	75
Library Supervisor	77
Administrative Analyst	78
Human Resources Specialist	80
Building Inspector	80
Management Analyst	80
Library Administrator	81
Public Services Foreman	85
Wastewater Plant Chief Operator	85
Water Plant Chief Operator	85
Electrician Supervisor	90
Park Superintendent	92
Planner	92
Finance Manager	98
Human Resources Manager	98
Police Captain	98
Project Manager	98
Public Services Manager	98
Assistant City Manager	101
Community Services Director	101
Administrative Services Director	102
Community Development Director	102
Information Technology Director	102
Public Services Director	102

NO COLA
Council Action on July 7, 2020
Change addition of Ranges 60-68
Council Action on August 5, 2020