

**Lane Council of Governments  
Job Description**

<b>Job Title:</b>	<b>Human Resources Manager</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Classification:</b>	<b>Senior Manager</b>	<b>Range:</b>	<b>28</b>
<b>Division:</b>	<b>Administrative Services</b>	<b>Last Revised:</b>	<b>December 2005</b>

**General Statement of Duties**

Oversees and guides personnel program for the agency. Provides advice and information to employees, supervisors and managers on personnel policies and practices.

**Essential Job Functions**

NOTE: This document lists specific tasks associated with a particular position. For a complete classification description that includes essential job functions, knowledge, skills, and experience requirements, please refer to the Classification Specification Senior Manager (Range 28).

1. Provides organizational coordination and leadership to analyze, evaluate, develop, and respond to agency-wide human resources functions. Participates in agency decision making as part of the agency management team.
2. Directly, and through the HR staff, consults and provides support to all LCOG divisions, departments, and individuals regarding personnel practices, policies and issues.
3. Oversees the recruitment process to assess general and specific recruitment needs; identifies and develops recruitment and selection process components; writes and edits job announcement brochures, advertising copy, supplemental questionnaires and other selection devices and processes; recommends and administers a variety of selection devices.
4. Oversees the administration and update of the HR information systems, including digital HR information, paper files and individual employee personnel files.
5. Conducts job analyses and audits; determines appropriate job classifications; writes class specifications; conducts salary surveys to determine appropriate compensation; responds to surveys from other employers.
6. Develops, interprets, and provides advice regarding personnel rules, regulations and policies; researches and assesses impacts of new laws and/or court rulings with regard to personnel policies and practices; answers questions from employees, supervisors, and managers regarding a wide variety of personnel or personnel policies, practices and procedures.
7. Coordinates training opportunities, including identifying and contracting with trainers for training events, and serves on various committees related to organizational development.

8. Conducts special studies on subjects related to personnel as needed; conducts research, analyzes findings and prepares reports based on findings; assists in the collective bargaining process, as needed.
9. Performs other related duties as assigned.

### **Other Job Functions**

Conducts special studies on subjects related to personnel as needed; conducts research, analyzes findings and prepares reports based on findings; assists in the collective bargaining process.

Performs other related duties as assigned.

### **Knowledge, Skills, and Abilities**

Considerable knowledge of principles, practices, regulations, and methods of personnel administration in the public sector.

Considerable knowledge of computer applications and uses for personnel administration activities.

Ability to apply rules, regulations and policies to particular personnel situations.

Ability to provide staff support to a variety of committees engaged in human resources activities.

Ability to establish and maintain effective working relationships with other employees, supervisors and managers, and representatives of labor unions and other governmental and community agencies.

### **Licenses, Certificates, and Other Requirements**

None.