

## HUMAN RESOURCES ADMINISTRATOR

### JOB DESCRIPTION

**Classification Responsibilities:** The Human Resources Administrator plans, directs, supervises, and evaluates the day-to-day activities of professional staff members involved in recruitment and selection, compensation and classification, Equal Employment Opportunity (EEO)/Affirmative Action, Employee Relations, Americans with Disabilities Act (ADA) accommodations, and other personnel related issues for designated departments. This class also supervises paraprofessional staff engaged in a variety of HR functions and programs such as the Human Resources Information System, New Hire Onboarding, Drug Testing, and Commercial Driver's License (CDL) Program Requirements. This class is responsible for performing related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. Work involves applying accepted HR practices and exercising sound professional judgment in dealing with a variety of problems. Critical decisions made by the incumbent include staff selection and development, interpretation and explanation of the Personnel Rules and state/federal laws to department heads, staff members, other employees, and applicants, formulation of rules and policies, and approval of personnel transactions. The Human Resources Administrator exercises independence in determining work assignments and priorities and determines staff work assignments. An incumbent may write or direct the preparation of comprehensive, sensitive management reports involving an investigative study in a department. A Human Resources Administrator frequently leads critical projects that often have Citywide impact. This class receives general supervision from the Human Resources Director, who reviews work through conferences and the evaluation of overall results achieved. This class is distinguished from the Human Resources Director class by having closer involvement in the day-to-day operations. This class is FLSA exempt-executive.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Human Resources Management, Public or Business Administration, or a related field. Extensive (5+ years) professional personnel/human resources management experience in a centralized agency, including a minimum of one year lead/supervisory experience.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Public sector Human Resources experience, graduation from an accredited college or university with a Master's Degree in Human Resources or Public Administration, and/or certification as a Professional in Human Resources (PHR) from the Human Resources

Certification Institute or SHRM Certified Professional (SHRM-CP) from Society for Human Resource Management are highly desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Instructs and gives technical advice to staff regarding test development and administration, classification and compensation, and interpretation and application of the City's Personnel Rules and federal/state laws related to human resources. Clarifies Personnel Rules for management, City employees, and the general public. Trains professional and paraprofessional staff. Communicates with City officials, City employees, subordinate staff, management, other professionals, and the general public to establish and maintain effective working relationships, and to prevent, resolve, or minimize personnel related problems. Makes appropriate verbal and written recommendations. Prepares accurate and complete reports including performance evaluations, job studies, management policies, investigative/management studies and progress of functions supervised. Conducts presentations to management and to other employee groups to convey information about HR programs or other matters.

**Manual/Physical:** Reviews work products of others to ensure compliance with acceptable HR practices, federal and state laws and regulations, and City Personnel Rules. Observes subordinates' work performance. Reviews federal and state legislation, court decision, administrative rulings and related matters. Reviews personnel actions for conformance to established rules and regulations. Attends a variety of meetings and may conduct or observe field audits.

**Mental:** Plans, coordinates, and directs activities in recruitment, selection, and test development; classification and compensation; EEO/Affirmative Action; Americans with Disabilities Act (ADA); and other personnel matters. Reviews and evaluates subordinates' work in progress and upon completion to ensure compliance with acceptable HR practices, federal and state laws and regulations, City Personnel Rules and departmental operating policies and procedures. Establishes work standards, operating procedures, and work-related goals. Identifies and resolves operational problems consistent with accepted practices and directs the correction of these problems. Resolves performance problems and counsels subordinates. Assists in hiring and terminating personnel. Adjusts work schedules to meet emergency situations. Provides staff assistance to the Human Resources Director. Interprets, explains, and applies HR policies and the Personnel Rules. Drafts or revises City management policies. Revises or develops new job evaluations, compensation, and testing techniques and practices. Directs and participates in the evaluation of positions to determine their proper classification and compensation. Participates in or oversees the development of training programs specifically related to test administration and/or classification. May assist in preparing the HR operating budget. Comprehends and makes inferences from written material. Plans and directs team activities on an internal basis, or on an internal/external basis for Citywide teams charged with matters such as: strategic planning, creation of new program areas, or process improvement of a continuing program area.

**Knowledge and Abilities:**

Knowledge of:

federal and state laws and regulations relating to public sector personnel;  
the principles and practices of public personnel administration;  
research and statistical methods applicable to personnel management;  
job evaluation theories and practices, and job classification factors;  
methods and techniques of recruitment, test construction, interviewing, and assessment centers;  
City Personnel Rules and policies;  
the principles of public administration and governmental organization structure and occupational groupings;  
the principles and practices of employee supervision, evaluation, and training; and  
City budgeting practices and procedures.

Ability to:

supervise, plan, organize, coordinate, and participate in the activities of recruitment and selection, classification and compensation, EEO/Affirmative Action, and training;  
identify and resolve procedural and operational problems;  
analyze recommendations in classification, recruiting, and training; and  
establish and maintain effective working relationships with City officials, employees, subordinates, management, professionals, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 57

IND-8810

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