

Market Range Detail - Human Resources Manager

Effective Date

September 19, 2011

Market Range Title Description

Positions in this market range title are responsible for managing the human resources activities for a medium-sized to large-sized department. The Human Resources Manager works in collaboration with the County's Central Human Resources Department ensuring that the department consistently applies and is in compliance with the County's human resources plans, policies, procedures, and practices and state and federal laws.

Work is accomplished through a staff of supervisory, professional and administrative human resources positions. Supervisory responsibilities include hiring staff, evaluating staff performance, coaching and disciplining staff, and providing professional development.

Job duties and responsibilities include: administering and directing the implementation of County human resources activities, programs and strategies; advising employees and department management on a broad range of human resources matters; interpreting and communicating County human resources plans, policies, procedures and state and federal laws; managing and evaluating department recruitment and selection processes; investigating employee relations matters and counseling supervisors and managers on appropriate action plans; administering and implementing the County's performance management program; evaluating, writing, and maintaining current job descriptions for all positions; ensuring internal pay equity among department positions; researching and analyzing departmental organizational issues and recommending action plans to management; resolving the most complex and sensitive human resources issues; identifying department training needs and developing training plans; managing department payroll operations; participating in department strategic planning.

The Human Resources Manager is differentiated from the Human Resources Manager – Large in that the latter has a greater scope of responsibility and authority in managing all human resources activities for a large, complex department with broad and diverse employee occupational groupings and market range titles and reports to department executive management at the level of deputy director or above.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$29.35	\$36.46	\$43.57

Likely Minimum Qualifications

- Bachelor's degree in human resources management, business administration, public administration or related field.
- Four years of professional human resources experience.
- Prior lead or supervisory experience is preferred.
- Other combinations of education, training, and/or experience may be considered in substitution for the minimum qualifications.

Working Titles

- Human Resources Manager

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.