

**Class Code: 1418**  
**Revised: 1-14-13**  
**Reviewed: 4/15/2024**

## **HUMAN RESOURCES MANAGER**

### **PURPOSE AND NATURE OF WORK**

Position is responsible for all activities of a Human Resources Division, providing comprehensive services to all City / Parish departments, including leave policies, orientation, performance evaluation, substance abuse testing, grievances and disciplinary actions. Incumbent reports to the Chief Administrative Officer and has supervisory responsibilities for professional, technical and clerical staff of the division.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of the duties.)

Assures quality, timeliness and adequacy of a comprehensive Human Resources agency serving all departments of the Lafayette City / Parish Government. Reviews existing services and needs, implements improvements and new activities as necessary. Develops and implements short-range and long-range plans, goals and objectives. Administers, through a professional staff, performance evaluations, labor relations, employee development, grievance procedures, disciplinary actions, pension plan participation, employment law, drug and alcohol testing, and regulatory compliance, as well as other related services. Executes, monitors the progress of, and assures quality of Administration's personnel actions, organizational development proposals, and represents Administration in Civil Service / management transactions.

Assures leave practices comply with federal and state statutes and local civil service rules. Serves as final arbiter in interpretation and enforcement of LCG leave, time and attendance policies. Assures the proper compilation and maintenance of confidential personnel records through the development of policy and procedures, methods, forms, and systems. Administers, through staff, accurate and timely employee pay, benefits and personnel records management. Develops policies and procedures, and implements, monitors, and enforces them. Represents LCG in hearings and appeals to either of two Civil Service Boards.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Thorough knowledge of modern employment practice and regulatory environment.  
Thorough knowledge of modern compensation and benefits practice.  
Thorough knowledge of local civil service, as well as state and federal laws, rules and regulations.  
Knowledge of city / parish organization and staffing.  
Knowledge of computer applications related to area of assignment.  
Ability to analyze complex personnel problems, express solutions quantitatively and graphically.  
Ability to communicate clearly, orally and in writing.  
Ability to form and maintain productive working relationships with elected officials, unclassified directors, officials, employees and the general public.

### **DESIRABLE TRAINING AND EXPERIENCE**

Completed College in Behavioral Sciences supplemented by professional certifications in human resources and substantial professional and managerial experience in Human Resources administration in a utility and / or public employment environment.