

HUMAN RESOURCE MANAGER & ADMINISTRATIVE ANALYST I/II**SALARY RANGE(S)**

	Hourly	Monthly	Annual
Level I	\$46.980 - 57.104	\$8,143.16 - 9,898.06	\$97,717.90 – 118,776.72
Level II	\$53.153 - 64.608	\$9,213.24 - 11,198.75	\$110,558.84 – 134,384.96

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and performs difficult and complex professional and technical support related to Santa Barbara County Association of Governments (SBCAG) human resource and administration functions. Provides highly complex support to the Chief Financial Officer/Director of Human Resources in areas of expertise. Manages employee benefits programs, payroll, recruitment, open enrollment, employee relations support, accounts payable, accounts receivable, grant administration and performs related work as required. Serves as the agency Disadvantage Business Liaison and Safety Officer.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Financial Officer/Director of Human Resources. Exercises no direct supervision over staff. May provide technical and functional supervision to lower-level staff.

CLASS CHARACTERISTICS**Human Resource Manager/Administrative Analyst I**

This is the developing level class in the Human Resource Manager/Administrative Analyst I series. Initially, under more direct supervision, incumbents in this class learn to provide professional level support to the Chief Finance Officer/Director of Human Resources. As the incumbents' breadth of knowledge and experience increases and their assigned responsibilities increase, the incumbent may be considered for movement to the higher classification of Human Resource Manager/Administrative Analyst II. Positions at this level usually perform most of the duties required of the Human Resource Manager/Administrative Analyst II level but are not expected to function with the same amount of skill level and exercise less independent discretion and judgment in matters related to work procedures and methods. Assignments and objectives are set for the employee and established work methods are followed. Incumbents have some flexibility in the selection of steps and timing of work processes.

Human Resource Manager/Administrative Analyst II

This is the advanced level class of the Human Resource Manager/Administrative Analyst series. At this level, the Human Resource Manager/Administrative Analyst II is expected to manage, oversee, coordinate, and participate in all activities related to human resources and administrative support (i.e. Accounts payable, accounts receivable and grant administration). The incumbent organizes and oversees day-to-day processing, reporting, and record keeping activities. Additionally, incumbent oversees benefits programs, recruitments, open enrollment, and payroll. Responsibilities include performing diverse, specialized, and complex work. The incumbent is responsible for providing professional level support to the Chief Finance Officer/ Director of

Human Resources in a variety of areas. Successful performance of the work requires knowledge of SBCAG functions and activities, and the ability to develop and implement administrative and Human Resources policies, procedures and services.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in the operations and activities of SBCAG's accounts payable, accounts receivable, grant administration and human resources programs and functions.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions.
- Tracks grant expenditures in order to maximize grant funding
- Prepares and submits invoices to state, federal and local agencies and prepares close out reporting upon the expenditure of all funds.
- Manages the agency wide credit card program.
- Processes biweekly payroll in ADP and maintains payroll databases.
- Assists in recruitments and makes recommendations of hiring of agency staff.
- Assists in onboarding of new hires.
- Coordinates agency required trainings.
- Coordinates the human resources function in the areas of benefit programs and open enrollment.
- May oversee and ensure timely and accurate department-related updates to the agency's website, maintaining consistency with agency branding and communication standards.
- Assists in reviewing classification and compensation systems.
- Coordinates human resource operations that include payroll, benefits administration and employee relations.
- Performs other duties as assigned.

In addition to the above, the Human Resources Manager/Administrative Analyst II:

- Plans, manages, oversees operations, and participates in the activities of SBCAG's human resources, and administrative functions.
- Manages/Oversees and assists in the calculation of the indirect cost rate and prepares submittal package to Caltrans by analyzing actual costs to be included.
- Coordinates annual Employee Evaluation process. (notifies, reviews and implements annual EPR)
- Provides highly complex staff support to the agency; develops and reviews staff reports and other necessary correspondence related to assigned activities and services.
- Leads recruitments and makes recommendations of hiring of agency staff.
- Maintains the accounting of the ADP payroll system and oversees changes to the agency's ADP modules, reporting, upgrades and enhancements.
- Maintains confidential records as they pertain to Human Resources.
- Interfaces with benefit administrators.
- Ensures agency required trainings are completed.
- Manages onboarding of new hires.
- Manages retiree health plans.
- Manages retirement 457 benefits.
- Responds to inquiries from active and retired employees in regard to benefits (OPEB).

- Manages pension plan benefits with Santa Barbara Employee Retirement System.
- Provides highly complex staff assistance to the Chief Financial Officer/Director of Human Resources relating to administrative and human resource matters.
- Assists in Human Resource policy updates as appropriate.
- Maintains and updates SBCAG DBE program.
- Maintains agency wide insurance (SLIP, SPIP, Vehicle, Crime, etc.).
- Provides input on project and program issues.
- Assists in the management of the human resources function as they pertain to classification and compensation systems.
- Coordinates facility issues
- Maintains SBCAG vehicles (maintenance and procurement).
- Serves as SBCAG Safety Officer.
- Serves as SBCAG DBE Liaison.
- Performs other duties as assigned.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill and/or ability required. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying.

Knowledge of:

Human Resources Manager/ Administrative Analyst I

- Principles and practices of public agency administration and reporting functions.
- Overall Human Resources functions in a public agency.
- Record-keeping principles and procedures.
- Staff report preparation and presentation, inclusive of power points, charts and graphs.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Proficient use of computers, enterprise software, and communication tools, including email, word processing, spreadsheets, and job-specific systems such as transit operations, scheduling, GIS, CAD/AVL, procurement, and digital timekeeping. Must adhere to agency technology policies, including data security and confidentiality requirements.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing SBCAG with other governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Techniques for providing a high level of customer service by effectively dealing with other agencies, vendors, contractors, and SBCAG staff.

Human Resources Manager/ Administrative Analyst II, in addition to above:

Knowledge of:

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility
- Principles and practices of Public agency human resources.
- Human Resources functions including benefits, compensation, classification and recruitment systems

- Current and evolving employment law practices, procedures, and employee relations including related legal guidelines and procedures.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Recent and on-going developments, current literature, and sources of information related to Human Resources ensuring the CFO/Director of Human Resources is aware of upcoming issues/concerns.
- Principles and practices of public agency Human resource development and administration and sound management of policies and procedures.
- Direct or indirect supervisory and management practices.

Human Resources Manager/ Administrative Analyst I

Ability to:

- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports. Prepares clear and concise reports, correspondence, policies, procedures, and other written materials
- Interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Effectively represent the department and SBCAG in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals
- Support a culture aligned with SBCAG's Mission and Values

Human Resources Manager/ Administrative Analyst II

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, organize, assign, review, and evaluate the work of administrative staff and train staff in work procedures.
- Utilize discretion and sound problem-solving principles to proceed in alignment with SBCAG policies & procedures.
- Manage administrative and human resources activities and special projects involving participation by diverse and varied interests.
- Manage and monitor complex programs and projects, on-time and within budget.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Effectively represent the department and SBCAG in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Create and support a culture aligned with SBCAG Mission and Values

Education/Training :

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 (or equivalent work experience) with major coursework in business, or public administration, human resources, or a related field. Familiarity with accounting principles and practices required.

Experience:

Finance Manager/Human Resources Analyst I – Minimum of three (3) years of progressively responsible professional Human Resource and administrative work experience, preferably in the public sector.

Finance Manager/Human Resources Analyst II – Minimum of five (5) years of progressively responsible professional Human Resource and administrative work experience, preferably in the public sector.

Licenses and Certifications:

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by State law, and insurability by agency carrier for those driving agency vehicles.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various SBCAG meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

The employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining SBCAG policies and requesting and providing information. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.