

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Resolution No, 98-34

For the purpose of approving a new personnel classification of Human Resource Manager in the MERC non-represented, full-time classification plan.

Whereas, MERC has need of an on-site Human Resource Manager;

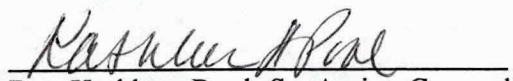
Whereas, any new classification added to the classification plan requires Commission approval,

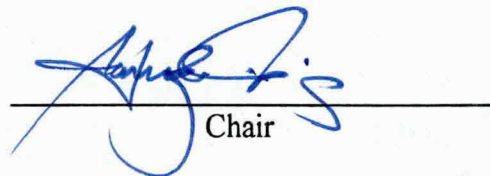
BE IT THEREFORE RESOLVED that the Metropolitan Exposition-Recreation Commission approves the addition of a Human Resource Manager classification, attached as Exhibit A, to the MERC non-represented, full-time classification plan.

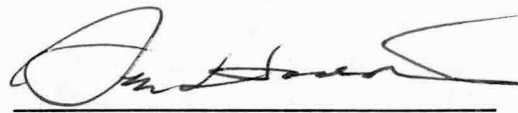
Passed by the Commission on June 10, 1998

APPROVED AS TO FORM:

Daniel B. Cooper, General Counsel


By: Kathleen Pool, Sr. Assist. Counsel


Chair


Secretary-Treasurer

Metropolitan Exposition-Recreation Commission

Job Code:
Title: Human Resource Manager
Range: 053
Bargaining Unit: Non-represented
FLSA: Exempt

Established:
Revised:
EEO:

GENERAL STATEMENT OF DUTIES:

This position reports to the MERC General Manager and handles a wide range of Human Resource issues for MERC, such as: human resource development and training; employee relations; recruitment, classification; performance planning and evaluation; preparing reports; conducting research and analysis of complex issues.

SUPERVISION RECEIVED:

Supervision is received from the MERC General Manager.

SUPERVISION EXERCISED:

None

EXAMPLES OF ESSENTIAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all of the specific tasks which an employee in this classification may be expected to perform.

- Serves as MERC Human Resource generalist reporting to the MERC General Manager.
- Develops training programs for all staff levels including represented and non-represented employees.
- Assists managers in developing performance planning and evaluation systems; assists in the design, implementation and maintenance of performance-based pay structure for non-represented employees.
- Assists managers with implementation of personnel policies, rules, laws, and labor contract interpretation and compliance.

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Job Code:

Title: Human Resource Manager

- Assists managers with employee complaints/grievances; counsels all MERC staff on Human Resource matters.
- Responsible for outreach recruitment; assisting managers to recruit for affirmative action candidates and for implementation of the First Opportunity Target Area recommendations.
- Develops MERC's affirmative action plan in conjunction with MERC managers.
- Assists MERC managers with selection process including screening applications for minimum qualifications, scoring supplemental questions and participating in interviews.
- Develops supplemental and interview questions for recruiting candidates.
- Administers demonstration tests to job candidates.
- Assists managers with completing job analysis questionnaires for purposes of reclassifying existing positions or creating new ones.
- Reviews reclassification requests and makes recommendations consistent with established MERC classification plan.
- Performs general research in a variety of Human Resource areas for preparation of reports and recommendations.
- Analyzes and prepares research and survey data; assists in research, analysis and reporting of data for collective bargaining; may serve on bargaining team.
- Works with Metro Human Resource professionals to ensure MERC needs are met.
- Performs other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Knowledge of applicable Human Resource practices, policy, and law.
- Ability to design and develop Human Resource programs to meet a customer's needs.
- Ability to conduct fair and impartial investigations on a variety of Human Resource related issues.
- Ability to quickly learn and understand the business needs of customers.
- Ability to develop and support change initiatives within MERC.
- Ability to communicate effectively, both orally and in writing.
- Ability to perform general human Resource activities, including researching, analyzing and making recommendations on a variety of personnel issues and preparing and presenting reports and findings.
- Ability to learn and use Human Resource Information System (PeopleSoft).
- Ability to work as a member of a professional team.
- Ability to operate a computer to use word processing and spreadsheet software.

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Job Code:

Title: Human Resource Manager

EXPERIENCE AND TRAINING:

A Bachelor's degree in personnel or public administration, management, business administration or closely related field and two years of experience in personnel administration; or any combination of experience and education which provides the applicant with the desired knowledge, skills, and abilities.

MERC Staff Report

Agenda Item/Issues: Approval of an addition to the MERC non-represented, full-time classification plan.

Resolution No.: 98-34

Date: June 10, 1998

Presented By: Mark B. Williams

Background Analysis: Under the terms of the separate "add package" between MERC and Metro Human Resources a Metro Senior Human Resource Manager has been working on-site at MERC since October, 1997. In May, 1998 MERC was notified by Metro Human Resources that the incumbent had applied for and was hired to another position at Metro. Rather than renew the "add package" portion of the Human Resource Agreement, staff proposed to, instead, create a very similar position within the MERC non-represented, full-time salary schedule which will report to the MERC General Manager. An analysis of the proposed position classification specification (attached) has been performed by Human Resources and the position is recommended at salary range 53 on the MERC non-represented, full-time salary schedule (\$44,203 - \$56,418/annually). Commission approval is necessary to establish the Human Resource Manager classification at salary range 53.

Fiscal Impact: For FY 98-99, MERC budgeted \$69,110 for the "add package". With the proposed salary range, including benefits, there should be no budget impact.

Recommendation: Staff recommends the approval of the addition of Human Resource Manager classification to salary range 53 of the MERC full-time, non-represented classification plan.