



City of Kansas City, Missouri Job Class Specification

Job Title:	HUMAN RESOURCES MANAGER	Department:	HUMAN RESOURCES
Job Code:	1707	Status:	EXEMPT
		Grade:	EX-6

Summary

This is responsible administrative, supervisory and advanced professional and technical work directing one or more major functions of the human resources program.

Work involves responsibility for one or more functional areas of the city human resources program including talent acquisition and test development, position classification and pay plan maintenance, labor and employee relations and equal employment opportunity, information systems management, or employee education and development. An employee of this class is also responsible for interpreting human resources policies, rules and regulations and may be assigned to temporarily act as Director of Human Resources. Work is performed with considerable independence within established policies, procedures, and practices and is subject to periodic review for results. Solutions to unusual problems and suggested improvements and modifications of human resources practices are made after conference with and upon approval of the Director of Human Resources.

Duties and Responsibilities

- Supervises assignments in compensation administration activities, position auditing and class specification development, recruitment, applicant screening, test development or organizational/employee development.
- Represents the Director of Human Resources in labor negotiations, grievance hearings and other official meetings as assigned.
- Designs, conducts and reports on research projects to address issues raised by the City Council, the City Manager and the Director of Human Resources.
- Designs and implements procedures to collect information on workforce and applicant populations and employee efficiency, and to fulfill reporting requirements of the federal and state governments and the City Charter.
- Confers with departmental officials and other representatives to monitor program's effectiveness and collect data to determine modifications, additions or deletions.
- Serves as resource person in area of expertise to employees and officials concerning human resources policy and modern human resources management.
- Represents the Human Resources Department in civic and professional forums to promote the city's human resources programs and to ensure that current programs are operating within legal guidelines.
- Analyzes human resources programs and office techniques to enhance business operations by implementing contemporary management techniques.
- Performs related duties as required.

Technical Skills

Extensive knowledge of:

The principles of modern human resources administration.

Resources for technical and legal information impacting human resources administration.

Information management concepts.

Thorough knowledge of:

Technical principles of area of expertise including negotiation, job analysis, position classification, compensation, statistical reporting and analysis and information storage, processing and retrieval.

Merit system principles and their application to compensation, promotion and selection.

Considerable knowledge of:

Theory and practice of local government.

Types and contents of jobs typically encountered in local government.

Organizational structures and functions of local government agencies.

Governmental budgeting processes.

Ability to:

Make technical and administrative decisions within the framework of department policy.

Present ideas concisely and effectively orally and in writing.

Plan, assign and coordinate the work of professional, technical and clerical employees.

Establish and maintain effective relations with municipal officials, employees, and representatives of other agencies and the general public.

Explain technical human resources concepts and problems in general, non-technical language.

Education and Experience

Accredited Bachelor's degree and five (5) years progressively responsible technical experience in one or more principal phases of public or private human resources administration, including three (3) years experience at the level of Senior Human Resources Specialist;

or

Accredited Bachelor's degree, supplemented by the completion of a master's degree in business or public administration, education, or a related field; and four (4) years progressively responsible technical experience in one or more principal phases of public or private human resources administration including three (3) years experience at the level of Senior Human Resources Specialist.

**Certificates/
Licenses/Special
Requirements**

- Must possess a valid State-issued driver's license in accordance with the City of KCMO policies.
- Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

Supervision is exercised over a small to moderate sized staff of professional and administrative personnel.

**Supervision
Received**

Work is performed under the general direction of the Director Human Resources and affords wide latitude for the exercise of independent judgment and initiative.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created
Revised**

8/91

5/95, 9/02, 9/03, 9/06, 1/08, 08/17,4/18, 8/2022