



Housing Authority
of the
County of Tulare

CLASSIFICATION: HUMAN RESOURCES-OFFICE MANAGER

RESPONSIBLE TO: EXECUTIVE DIRECTOR

DEFINITION: Under direction, to perform technical work of a complex nature in the administration of the personnel, benefits and insurance programs of the Housing Authority, and to do related work as required.

EXAMPLES OF DUTIES: Serves as a liaison between the executive director and employees; performs classification studies, including obtaining and analyzing information and making recommendations; assigns, supervises and reviews the work of administrative clerical employees engaged in performing the Authority's administrative activities; prepares or revises job descriptions; conducts salary surveys; researches information and prepares reports for presentation orally or in writing; maintains personnel and insurance records; directs and implements the procedures for the recruitment of new employees, including advertising, interviewing, testing, and making recommendations for the selection of new personnel. Organizes, administers and performs assigned centralized personnel services, such as employee health insurance, Affirmative Action, ADA, modified-duty/early return-to-work program, family medical leave, Section 125 Plan, long-term disability and Worker's Compensation programs, including analyzing information, preparing reports, and claims resolution; oversees and maintains risk-control and safety programs in conjunction with the safety committee, executive director and safety officer; oversees the hazard-communication program and prepares hazard-materials reports for local agencies. Provides information and answers inquiries from other departments, employees and the public concerning personnel, benefits and risk-management matters; assists in the development and implementation of personnel-management policies, procedures and benefits, and keeps employees informed of changes. Reviews performance evaluations for conformance to procedures and ensures that evaluations are performed in a timely manner; prepares all transaction reports; reviews and approves all leave requests; meets with employees and supervisors to resolve grievances and complaints; assists managers in the due-process requirements of employee discipline, including investigating complaints, writing probation and separation notices and attending disciplinary hearings; represents the agency in personnel-related hearings and investigations with outside agencies. Supervises the Executive Assistant position directly, and indirectly helps with supervision of the administrative office clerical staff. Administers property, liability and auto insurance programs, including claims resolution. Serves as the labor-compliance officer for public-works projects awarded to outside contractors, including securing proper wage rates, verifying correct payment of wages to employees and preparing semi-annual reports to federal agencies. Oversees the agency's telecommunications program and administrative office telephone system.

**Housing Authority of the County of Tulare
Human Resources-Office Manager (Continued)**

EDUCATION/EXPERIENCE: Graduation from an accredited college or university with a degree in public administration, business administration or a related field, and three years of increasingly responsible experience in personnel and risk management. Any combination of education, training and experience that would demonstrate possession of requisite knowledge and abilities may be substituted for the college education.

KNOWLEDGE OF: Principles and practices of public administration, personnel selection, interview techniques, loss causes and safety principals; methods used to collect, organize and analyze data and prepare clear, concise and technically accurate reports, policies, and procedures, federal, state, and local laws, codes, and regulations; computer usage and application; principles of mathematics and statistics.

SKILLS TO: Read and interpret complex legal and technical information; prepare grammatically correct reports and letters; communicate with groups and individuals; define problems, research, collect and analyze data and make appropriate recommendations; give and follow verbal and written instructions; establish and maintain an effective working relationship with co-workers and the general public.

DESIRABLE QUALIFICATIONS: Knowledge of Authority departmental functions, governmental agency legal requirements relating to personnel administration and insurance programs; principles and practices of modern office management and administration; computer usage and application.

PHYSICAL CHARACTERISTICS: Manual dexterity of the hands/wrists in order to operate a computer keyboard, calculator and other office equipment; good eyesight to read/write and visually use a computer screen; strength and flexibility in order to bend, reach, stoop and lift; good hearing to accommodate and greet persons coming into the office and to handle telephone conversations; clear speech and verbal skills in order to communicate with the public and co-workers; ability to operate a motor vehicle. Must have ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks. Regular attendance required.

LICENSES/CERTIFICATES: A valid California driver's license; Notary Public Commission