

# Market Range Detail - Human Resources Manager (County)

## Effective Date

August 6, 2012

## Market Range Title Description

This market range title is reserved for positions that are responsible for the planning, management and direction of one or more major County-wide human resources functions providing human resources services to all County departments. Incumbents work under the direction of the Director – Human Resources and work is accomplished through a staff of supervisory, professional and administrative human resources positions. Supervisory responsibilities include providing leadership to staff, hiring new staff, evaluating staff performance, coaching and disciplining staff, and providing professional development.

Job duties include: handling the most complex and sensitive HR issues, advising County management on HR matters, providing direction and collaboration to departments on human resources policies, plans, programs, and state and federal laws; formulating and recommending County-wide HR policies, plans, and programs, evaluating human resources operations and developing strategies for improvement; leading special county-wide projects and committees; ensuring that departments receive adequate training to be able to effectively administer and implement HR policies, plans, and programs in departments; researching and analyzing the impact of HR related legislation, researching HR practices and recommending changes to management; monitoring division budget and assisting in department budget development; participating in department strategic planning including developing division goals and strategies.

## Market Range

| Minimum Hourly Rate | Midpoint / Hiring Maximum | Maximum Hourly Rate |
|---------------------|---------------------------|---------------------|
| \$36.89             | \$44.72                   | \$52.55             |

## Likely Minimum Qualifications

- Bachelor's degree in Human Resources, Business Administration, Public Administration or related field.
- Five years of professional human resources experience including at least 3 years of supervisory or management experience in human resources.
- Other combinations of education and/or experience may be considered in substitution for the minimum qualifications.

## Working Titles

- Employee Health Initiatives Manager
- Human Resources Manager
- Payroll & Employee Records Manager

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.