

Human Resource Manager

DEPT:	Office of the City Administrator	FLSA:	Exempt
DIV:	Human Resources	EEOC:	Professionals
DATE:	July 2016		



POSITION SUMMARY

Performs a variety of **complex administrative, managerial and professional** duties related to planning, organizing, directing and coordinating the human resource system, including classification, compensation, recruitment, selection, employee relations, benefits, training, worker compensation, performance evaluation, and risk management. Monitors compliance with established policies and procedures and State and Federal Labor Laws and Regulations.

SUPERVISION RECEIVED

Work under the general supervision City Administrator

SUPERVISION EXERCISED

HR Technician and part-time receptionist(s)

ESSENTIAL FUNCTIONS

Manages the day-to-day functions of the divisions; determines project priorities; delegates work assignments, reviewing performance, makes decisions impacting job retention, advancement and termination, etc.

Manages division budget; recommends annual budget and ensures HR division compliance and adherence to established fiscal constraints.

Coordinates city-wide program for human resource management; recommends and implements operating practices, policies and procedures; explains and interprets policy, implements guidelines and practices to enhance efficiency and effectiveness of HRM programs, i.e., recruitment, selection, compensation, classification, training, career development, performance management, incentive systems and employee relations; researches law, codes, statutes, solicits legal opinions and recommends new procedures as necessary; advises city administration and department heads in recognized methods of recruitment; coordinates and participates in the selection process.

Manages city "employee committee", coordinates monthly meetings to address employee needs, interests, workplace events, morale and related issues; selects employee of the month; makes presentations to administration and/or city council to inform and apprise of employee related issues.

Monitors and advises department heads and supervisors relative to actions involving the status of an employee, i.e. discipline, discharge, promotions, pay raises, terminations, leaves, evaluations and grievance procedures; maintains personnel action and employment records.

Responds to employee concerns; utilizes informal and formal grievance processes to remedy problems; educates employees and managers regarding problem-solving processes and alternatives; coordinates the appeals and grievance hearing processes and procedures; assures timely processing of grievances and various review levels; coordinates hearing times and locations; sits as member of the review board as needed.

Conducts periodic review and update of handbooks, manuals, job descriptions, classifications, salary and benefits; appraises city management team on current salary and benefit statistics as needed to maintain a fiscally responsible, yet competitive salary and benefit package.

Conducts formal recruitments for vacant and created positions; determines testing procedures and successive hurdles; prepares eligibility lists and certifies finalists in the recruitment process; may verify applicant references, work history, immigration status and qualifications; monitors and verifies appointments are made in accordance with established policies and rules.

Manages benefit programs, negotiates benefit rates; analyzes program options, determines best benefit options and priorities; recommends selection of benefit providers, etc.; orients employees to benefit programs, retirement options, insurance, disability programs, and workers compensation along with eligibility and participation requirements; conducts new hire employment orientations to apprise workers of terms and conditions of employment, policies, procedures, opportunities, benefits and privileges; conducts exit interviews upon termination to apprise employees of benefit continuation rights, obligations and related information; may oversee citywide wellness and health program; plans, promotes, implements and evaluates employee wellness program results.

Monitors health claims for employees and dependents; verifies eligibility and coordinates monthly payments to insurance providers; advises and assists employees and their families to resolve problems and/or questions relative to personnel policies and procedures, benefits and liability insurance.

Manages or oversees city efforts to maintain a drug-free workplace; promotes drug free lifestyles to assure employee, co-worker and general public safety; conducts employment pre-offer and post-offer drug screenings; coordinates and conducts random drug testing of workforce to assure compliance with ordinance and various state and federal regulations.

Directs or performs in the completing of various surveys and reports as required by state and federal agencies in monitoring employment practices and procedures (EEO/AAP).

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from an accredited college with a Bachelor's degree in human resources, public administration or related field;

AND

- B. Five (5) years of experience related to the management of human resources in the public sector, including but not limited to, recruitment and selection activities, benefit program administration and computer-based records management;

OR

- C. An equivalent combination of education or experience.

2. Essential knowledge, skills, and abilities:

Thorough knowledge of human resource management theory, methods, and practices; the legal environment related to human resource management; benefit, retirement, and compensation laws and guidelines; federal and state laws as they apply to personnel management practices; benefit costing procedures. Considerable knowledge of city department operations including applicable laws and regulations; principles of supervision, including evaluation and motivation;; training methods; basic computer operation. Working knowledge of budget development and fiscal accounting principles, practices and procedures.

Skill in the art of diplomacy, negotiations and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and County residents. Skill in the operation of PC Computer.

Ability to community effectively, verbally and in writing; maintain quality work production while dealing with deadline pressures imposed from within and without the division; make basic decisions where established procedures do not always apply; perform complex mathematical computations; operate personal computer and apply various program applications related to word processing, spread sheets and desktop publishing; develop effective working relationships with supervisor, fellow employees, and the public.

3. Special Qualifications:

PHR Certified within 18 months (SPHR Certification preferred).

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required to perform essential job functions but may be accommodated. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)