



Human Resources Director

Human Resources

JOB SUMMARY

Administers, organizes and manages the entire human resource function and directs the activity of the benefits, payroll, risk management and general human resources functions.

MAJOR DUTIES

- Develops, implements and administers personnel policies and ensures their fair and consistent application.
- Meets with employees regarding personnel matters, including matters related to pay, benefits, hours of work, and retirement.
- Oversees the processes for filling open positions to include candidate searches, interviews, selection, and background checks; ensures the completion of required paperwork.
- Communicates with legal counsel regarding possible employee discipline and termination actions; oversees the fair and consistent administration of employee discipline.
- Maintains and oversees city award programs.
- Oversees the payroll time and attendance system; ensures the proper and accurate completion of the payroll process.
- Oversees benefits administration to ensure all eligible employees have access to benefits; reviews health/dental insurance plans and reviews bids for cost and competitiveness.
- Oversees and meets with attorneys on legal matters, including lawsuits and Equal Employment Opportunity Commission (EEOC) charges.
- Oversees the city's risk management functions to ensure the proper administration of the city's safety and workers' compensation programs.
- Directs pension and deferred compensation plans for active and retired employees.
- Meets weekly with department directors to discuss personnel issues.
- Develops monthly reports for the City Manager and commissioners.
- Oversees all employee grievances to ensure proper handling.
- Acts as Custodian of Records for all human resources related files.
- Processes open records requests.
- Stays abreast of labor and employment law changes through continuing education and on-line resources.
- Prepares and administers the department budget.
- Conducts EEOC investigations as needed.
- Performs in-house EEOC/Affirmative Action training for employees.
- Completes surveys for government agencies and other government employers.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of current public sector federal, state, and local employment laws.
- Knowledge of city personnel policies and procedures.
- Knowledge of safety procedures.
- Knowledge of healthcare and benefit administration.
- Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- Skill in report preparation and records maintenance.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of city activities.

GUIDELINES

Guidelines include EEOC regulations, affirmative action laws, the Fair Labor Standards Act, other state and federal employment laws, and city personnel policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied human resources management duties. Strict and frequently changing laws and regulations contribute to the complexity of the work.
- The purpose of this position is to direct the city's human resource function. Successful performance ensures the fair and consistent application of personnel policies.

CONTACTS

- Contacts are typically with co-workers, elected and appointed officials, city management, human resources professionals in other organizations, attorneys, representatives of employee benefits providers, members of the news media, and members of the general public.
- Contacts are typically to give or exchange information, provide services, resolve problems, and motivate personnel.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Risk Manager (1), Human Resources Specialist (1), Payroll Technician (1) and Benefits Technician (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.