

Human Resources Manager

Class Title: Human Resources Manager

Class Definition: Highly responsible administrative and management work in directing the activities of Human Resources. These Human Resources functions serve all employees of the City and interface with all departments and bureaus within the City's structure. Works under the broad policy guidance and direction of the City Administrator and the Mayor.

Distinguishing Features of Work: Performs a variety of complex administrative, technical and professional work in directing and supervising the personnel systems of the City, including classification, compensation, recruitment, selection, labor relations, and training. Performs complex professional work in the support of administrative and financial tasks of the City in payroll and pension functions. Is familiar with functions of the various departments and bureaus and their personnel related needs. Exercises supervision over the Human Resources Assistant and all other support staff of the department, either directly or through subordinate supervisors.

Examples of Work: (Note: The following examples of work are only illustrative of the kind of work to be performed by persons of this class and are not intended to be all-inclusive or exclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.) This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Manages and supervises human resource department to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Assures that the City maintains compliance with all Federal and State regulations relating to human resources. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed. Provides professional advice to the city officials; works with councils, boards, commissions, city employees. Communicates official plans, policies and procedures to staff. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; Prepares and administers budget of human resources operations; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Determines work procedures, assuring that such are in compliance with current bargaining agreements and policies. Issues written and oral instructions; assigns duties

and examines work for exactness, neatness, and conformance to policies and procedures. Assists the City Administrator, Department Heads and Supervisors in maintaining harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints. Prepares a variety of studies, reports and related information for decision-making purposes. Recruits, interviews, and assists in the selection of employees to fill vacant positions. Plans and conducts new employee orientation to foster positive attitude toward organization goals. Keeps records of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations. Responds to inquiries regarding benefits, contractual issues, payroll, attendance records, etc. Conducts wage surveys within other government agencies and labor market to determine competitive wage rate. Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations. Maintains files and records for each employee of the City in compliance with state and federal regulations. Serves on various committees and/or boards as required. Prepares reports and recommends procedures to reduce absenteeism and turnover. Represents the City at personnel related hearings and investigations. Contracts with outside suppliers to provide employee services, such as training and employee assistance. Keeps records of hired employee characteristics for governmental reporting purposes. Plans and directs implementation and administration of benefits programs designed to assist ~~insure~~ employees against loss of income due to illness, injury, layoff, or retirement. Directs preparation and distribution of written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities. Analyzes existing benefits policies of organization, and prevailing practices among similar organizations, to establish competitive benefits programs. Plans modification of existing benefits programs. Recommends benefit plan changes to management. Notifies employees and labor union representatives of changes in benefits programs. Directs performance of clerical functions such as updating records and processing personnel actions. Analyzes wage and salary reports and data to determine competitive compensation plan. Prepares directives advising department managers of local, state and federal policy regarding equal employment opportunities, compensation, and employee benefits. Consults legal counsel to ensure that policies comply with federal and state law. Develops and maintains a human resources system that meets top management information needs. Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the City. Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends. Assists management in negotiating collective bargaining agreements. Prepares and submits to officials such reports as may be required. Recommends for adoption by the council such measures as may become necessary or expedient. Evaluates services, coverage, and options available through insurance and consultant companies to determine programs best meeting needs of organization.

Tools and Equipment Used: Frequent use of personal computer, including word processing, database and spreadsheet programs; calculator, telephone, copy machine and fax machine.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. While performing the duties of this job, the employee is occasionally required to sit and talk on the phone; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works mostly indoors. However, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderately quiet to noisy.

Necessary Knowledge, Skills and Abilities: Considerable knowledge of modern policies and practices of public personnel administration; thorough knowledge of employee classification, compensation and benefits, recruitment, selection, training, and labor relations; working knowledge of risk management and safety practices; Skill in preparing and monitoring departmental budgets; skill in planning, directing and administering personnel programs and systems, including payroll processing; skill in operating the listed tools and equipment; ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, labor unions and the general public; ability to efficiently and effectively administer a human resource system. Ability to conduct necessary background research and compile comprehensive reports. Familiarity with Human Resource software such as ADP a plus.

Qualifications Required for Appointment: Graduation from an accredited four-year college or university with a degree in human resources, public administration, business management

of a closely related field, and a minimum of five (5) years of experience in a human resources capacity. Certification in Professional Human Resource management preferred. Must possess a valid driver's license.

Work Schedule: Per established departmental policy.