



Human Resources Director **Exempt, Full-Time** **Administrative Department**

Job Summary: Under general supervision of the City Manager, performs administrative/managerial functions associated with the development, coordination and administration of all aspects of the City's personnel functions, to include recruitment/retention, staffing, compensation, benefits, employee relations and risk management. Duties and responsibilities include recruiting/selecting new employees; administering all benefit plans; coordinating workers compensation program activities; developing training programs; representing the City in personnel-related legal situations; providing counseling on employment matters; developing/maintaining documentation, rules and regulations; and maintaining an awareness of legal/governmental requirements pertaining to personnel functions.

Equipment Used / Job Locations / Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will operate a computer, fax machine, copier and other modern office equipment. The employee works mainly indoors in an office environment.

Essential Functions & Job Responsibilities: The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 this class.

Supervises, directs, and evaluates assigned staff, handling employee concerns and problems, assigning work, counseling, and recommending disciplinary and other personnel actions; oversees all employee recruitment and selection activities and participates in selection of new employees for all city departments, to include receiving applications; interviewing candidates; conducting employment verifications and background checks; scheduling and/or conducting applicable testing; selecting/recommending new hires; and conducting orientation activities; administers all benefit plans to include insurance plans, pension plans, cafeteria plans, etc.; solicits

proposals from potential vendors; reviews/recommends plan administrators/benefits; coordinates benefit-related problem resolution; educates employees; communicates information concerning status of benefits; coordinates workers compensation program activities; receives/reviews documentation and forwards as appropriate; maintains records; works to ensure compliance with legal requirements; coordinates personnel-related compliance with requirements of Americans with Disabilities Act; arranges for accommodations for disabled employees; coordinates risk management activities; organizes/evaluates safety programs including employee workplace safety committee; maintains records; develops, coordinates, and/or administers employee training programs; plans/coordinates employee events/activities such as banquets, picnics, or other activities; develops/maintains city-wide personnel rules and regulations, incorporating legal/regulatory requirements; makes recommendations for revisions; works to ensure compliance to rules and regulations by City and by employees; represents the City in personnel-related legal issues or at hearings, court sessions, etc.; prepares/maintains documentation/files related to potential legal issues; communicates information to employees, to include organizing/preparing information, distributing information, speaking at employee meetings, posting information in appropriate locations, providing individual counseling/assistance, responding to grievances, etc.; coordinates performance evaluation administration; schedules evaluations; analyzes written evaluations and forwards as appropriate; performs follow-up activities; participates in planning/preparing annual budget for departmental operations and City benefit programs; orders departmental services/supplies; reviews/approves invoices, following established budgetary guidelines; compiles employment classification/compensation data; reviews for adherence to program guidelines; conducts and/or participates in salary/benefit surveys; prepares and/or generates routine correspondence, letters, memoranda, forms, reports and other documents via computer; prepares departmental files; maintains file system of departmental records; responds to routine requests for information from officials, employees, members of the staff, the public or other individuals; maintains a comprehensive, current knowledge and awareness of laws/regulations pertaining to all aspects of personnel activities; maintains professional affiliations; reads professional literature; attends workshops and training sessions as appropriate; uses knowledge of various software programs to operate a computer in an effective and efficient manner.

Required Knowledge & Abilities: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily.

Knowledge / Education: policies, procedures, and activities of the City and Human Resources Department practices as they pertain to the performance of duties relating to the job of Human Resources Director; Human Resources Department practices as necessary in the completion of daily responsibilities; develop and administer

operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department.

Ability to: to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things; speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants; read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Human Resources Director; write reports with proper format, punctuation, spelling and grammar, using all parts of speech; speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice; learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Human Resources Director; ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives; ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference; ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of Human Resources Director.

Able to develop and implement long-term goals for the department to promote effectiveness and efficiency; keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities; proficient with computers; read, understand and interpret financial reports and related materials; terminology, principles, and methods utilized within the department.

Able to effectively communicate and interact with subordinates, supervisors, members of the general public and all other groups involved in the activities of the department; to assemble information and make written reports and documents in a concise, clear and effective manner; have good organizational, management, human relations, and technical skills; to use independent judgment and discretion in supervising subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems; comprehend, interpret, and apply regulations, procedures, and related information; handle required calculations using percentages and decimals.

This position is considered safety sensitive and is subject to the City's drug and alcohol

random testing policy.

Training & Experience: A typical way of obtaining the knowledge, skills and abilities outlined above is graduating from a four-year college or university with a major in Personnel/Human Resources, Psychology, Public or Business Administration required, with minimum 5 years experience in personnel management and public relations administration, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Physical & Mental Demands: The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this class, an employee is regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Vision abilities include close vision, color vision, and the ability to adjust focus.

Mental Demands: While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex office administrative problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks, customers, the public and others encountered in the course of work, some of whom may be dissatisfied individuals.