



# HUMAN RESOURCES MANAGER

## POSITION DETAILS

<b>Position Title:</b>	Human Resources Manager
<b>FLSA Classification:</b>	Exempt
<b>Salary Grade:</b>	16
<b>Reports To:</b>	Director, Finance and Employee Services
<b>Cell Phone Stipend:</b>	<input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Ineligible
<b>Supervisory Functions</b>	<input checked="" type="checkbox"/> Full-Time Employees <input type="checkbox"/> Seasonal Employees <input type="checkbox"/> Part-Time Employees <input type="checkbox"/> Volunteers <input type="checkbox"/> Temporary Employees <input type="checkbox"/> No Supervisory Functions

## BASIC FUNCTION

The Human Resources Manager position, under the supervision of the Director, Finance and Employee Services, shall plan, develop, supervise, administer, monitor, and evaluate City-wide Human Resources and Risk Management programs; administer the City's employee recruitment, hiring, and onboarding programs; administer, maintain, and update the City's personnel policies; provide HR guidance and assistance to the City Administrator, Mayor and City Council, Department Heads and employees; engage with the City's Employee Advisory Committee; research and make recommendations regarding the City's compensation and benefits programs; assure compliance and monitor changes in employment regulations based on applicable local, state, and federal laws, rules, and regulations and applicable case law.

The Human Resource Manager serves as an expert resource to the City regarding employment best practices and state and federal requirements for employer/employee practices and workplace conduct. The Human Resource Manager shall conduct investigations and prepare recommendations for all grievances and reports of workplace violations of policies, rules, and regulations.

The Human Resources Manager is a member of the City's management team. Work is performed within policies and administrative regulations with wide latitude for exercise of independent judgment. The Human Resources Manager directly supervises a Human Resources Specialist and is responsible to ensure the City employees receive accurate and timely responses to employment and policy questions and other requests for employment and benefits information.

## ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.



# HUMAN RESOURCES MANAGER

- Plan, administer, monitor, and evaluate City-wide Human Resources and Risk Management programs;
- Assure compliance with applicable local, state, and federal laws, rules, and regulations regarding employment, recruitment, training, compensation, classification, benefits, employee performance, employee and organizational development, and employee relations;
- Develops and administers personnel policies and procedures; provides advice and assistance to employees and supervisors regarding the interpretation, implementation, and administration of regulatory compliance and policy issues related to employment practices;
- Investigate, evaluate, and provide recommendations regarding human relations and work-related problems or grievances to determine appropriate responses, effective remediation techniques, and recommend employee disciplinary actions consistent with City policies, and procedures;
- Research and report recommendations for position valuation including analyzing job duties, writing job descriptions, performing job evaluations and job analyses, and conducting and analyzing compensation surveys;
- Develop, monitor, and administer the employee performance evaluation system including participation with department heads, supervisors, managers, and employees in developing job performance standards and providing training to supervisory personnel in conducting performance evaluations; monitors the effectiveness of the performance evaluation system;
- Oversees the drug, alcohol, and required vaccination programs; monitors drug and alcohol testing procedures; maintains confidential medical and test records; prepares annual test reports;
- Oversee and facilitate recruitment activities; coordinate employment searches utilizing various advertising methods, develop vacancy announcements and job descriptions; oversee employee integration and onboarding program;
- Develop and administer a variety of programs, compensation and benefits, and new and innovative programs and policies related to human resources management;
- Serve as liaison for employee advisory committee.
- Coordinate activities with staff to develop and manage risk management programs (safety and workers' compensation), wellness programs, and employee recognition and appreciation programs;
- Supervise and evaluate the performance of assigned staff and plan, coordinate, and arrange for appropriate training of subordinates.



# HUMAN RESOURCES MANAGER

- Prepare a budget for department functions and implement decisions to operate within the parameters of the approved budget.

## REQUIRED EDUCATION AND EXPERIENCE

- Graduation from high school or GED;
- Bachelor's Degree in Human Resources, Business Administration, or other closely related field; master's degree preferred;
- Five (5) years of relevant work experience, of increasingly responsible supervisory and professional human resource administration experience. Any equivalent combination of experience, education, and training that provides the knowledge, skills, and abilities necessary to perform the work; PHR, SPHR, or IPMA-CP Certification preferred.

## REQUIRED LICENSES AND CERTIFICATIONS

- Valid Driver's License.
- Background Check, certain criminal convictions will disqualify a person from this position.

## COMPETENCIES

### Knowledge Of:

- Principles and practices of human resource administration including classification, compensation, recruitment, training, employee relations, benefit programs, employee and organizational development, and records management.
- Employment laws, legal requirements of human resource programs, and current, progressive trends and developments in human resource administration.
- Management principles involved in strategic planning, resource allocation, and leadership techniques.
- Pay for performance system principles and performance management techniques.
- Principles and practices of effective supervision and leadership.
- Municipal budgeting.
- Mediation and dispute resolution.
- Public sector, government, or related environment and operations, including codes, acts, and regulations.
- Processing requirements and procedures for public documents.
- Modern office practices, procedures and equipment.
- Preparation and presentation of financial, statistical and narrative reports.
- Correct English usage, grammar, spelling, punctuation and vocabulary.



# HUMAN RESOURCES MANAGER

- Interpersonal skills using tact, patience and courtesy.

## **Ability To:**

- Plan, direct, implement, monitor and evaluate human resources functions, programs, policies and procedures.
- Determine managerial needs for human resources services and intervention, and design and deliver appropriate actions.
- Establish and maintain effective working relationships with management, employees, employee groups and outside agencies.
- Read, comprehend, interpret and explain complex regulations as they pertain to City operations.
- Work well under pressure; meeting multiple and sometimes competing deadlines.
- Maintain composure in a variety of settings while managing customer requests.
- Demonstrate cooperative behavior with colleagues, supervisors, and members of the public.
- Communicate effectively verbally and in writing.
- Perform a variety of administrative, clerical and public relations duties to support office operations and activities.
- Operate a computer to enter data, maintain records and generate reports.
- Present ideas and concepts clearly and concisely.
- Communicate effectively both verbally and in writing.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Work confidentially with discretion.
- Establish and maintain cooperative and effective working relationships with others.

## **Skilled In:**

- Microsoft Suite and applicable department software and platforms.

## **WORK ENVIRONMENT**

- Office setting.
- Event venues.

## **WORKING CONDITIONS**

- Sitting and viewing a computer monitor for extended periods of time.
- Dexterity of hands and fingers to operate a typewriter and computer keyboard.
- Reaching overhead, above the shoulders, and horizontally.



# HUMAN RESOURCES MANAGER

- Bending at the waist.
- Walking.
- Lifting light objects weighing up to fifty (50) pounds.
- Hearing and speaking to communicate and provide information to others.

## TRAVEL

- Regular travel within the City and County; Occasional travel outside of local area.
- Conferences and professional development opportunities.

## OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## AFFIRMATIVE ACTION/EEO STATEMENT

The City has an equal employment opportunity policy. The City will not discriminate against an applicant for employment, which includes discrimination on the basis of race, color, gender, religion, sex (including pregnancy), national origin, physical or mental disability, age, marital or familial status, sexual orientation, and gender expression or identity.