



Range: SM-5
FLSA: Exempt
Date: August 7, 2023

HUMAN RESOURCES MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Performs a variety of complex administrative work under direct supervision of the City Manager or Deputy City Manager in managing, planning, coordinating, and implementing a comprehensive personnel program with emphasis on employment services, recruitment, selection, orientation, employee evaluations, and development, organizational development, training, personnel policies and procedures, classification, compensation, benefits administration, discipline, and safety.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from City Manager, Deputy City Manager, or designee.
Exercises direct supervision over assigned technical or clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

Essential Functions:

1. Plans, develops, and manages the administration and operation of the Human Resources Department including overseeing recruitment and referrals, classification and compensation, evaluations, disciplinary issues, disability programs, and retirement.
2. Addresses mandates and issues involving the Equal Employment Opportunity Commission, Department of Economic Security, Uniformed Services Employment and Reemployment Rights Act, The Affordable Care Act, the Department of Public Safety, Workers' Compensation, Family Medical Leave, and Americans with Disabilities Act.
3. Implements programs and processes that provide for an organizational climate that promotes teamwork, trust, and mutual respect directed toward organizational goals.
4. Manages and administers recruitment; assists with application screening, interviews, selection, and new hire onboarding.
5. Researches, analyzes, and prepares a variety of studies, reports, and related information for decision-making purposes for new personnel programs and administers council-approved salary and benefit program changes.
6. Meets with new employees to assist with organization goals, benefits, pay, and other onboarding assistance.
7. Administers the employee benefits program including health, dental, vision, life insurance, retirement, deferred compensation plans, and short- and long-term disability.
8. Advises and counsels employees on personnel matters, work related problems, benefits, policies, and procedures.

9. Prepares and administers the Human Resources budget and exercises control over expenditures.
10. Maintains and updates employee personnel records.
11. Coordinates and conducts training for employees as requested; organizes special programs such as rewards and gifts, anniversary recognition gifts, and end-of-the-year employee awards.
12. Prepares employee separation notices and related documentation; provides exit interviews electronically or in-person to departing employees.
13. Manages, develops, and maintains the employee manual, and consults with the city attorney to ensure policies comply with federal and state laws.
14. Contracts with outside vendors to provide employee services, training, assistance, and temporary help.
15. Manages the city safety programs, OSHA compliance, risk management operations, and workers compensation filing.
16. Attends conferences and other educational and professional meetings to keep abreast of personnel methods, benefits, and administration.
17. Assists departments with job descriptions and reviews proposals for new and revised classifications to determine appropriate salary grade assignment and takes recommendation to City Manager for approval.
18. Administers annual employee performance evaluation program.
19. Performs formal disciplinary investigations, reports findings and makes recommendations to the department head and City Manager.
20. Assists with disciplinary memos and performance improvement plans.
21. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources and management.
22. Initiates employee payroll changes based on outcome of performance evaluations.
23. Maintains or performs website content function.
24. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public personnel administration, including methods and techniques of recruitment and selection, classification, compensation, salary and benefits administration, training, equal opportunity and affirmative action, workers' comp, unemployment, and risk and safety management.
- Budget preparation and administration.
- Applicable federal, state, and local laws and regulations pertaining to personnel administration.
- Basic OSHA safety regulations.
- Modern computer skills and software including Microsoft Office Suite, PowerPoint, and other specialized HR software.
- State and federal laws and mandates regarding human resources.
- Classification and compensation.

Ability to:

- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
- Independently investigate planning issues and problems.
- Respond to and resolve difficult and sensitive inquiries and complaints with courtesy and tact.
- Communicate clearly and concisely, both orally and in writing.
- Analyze and compile technical and statistical information.
- Encourage and facilitate environment for building team efforts and problem solving of work-related issue by employees.

- Implement and operate an employee-oriented human resources department.
- Research, analyze, prepared and present comprehensive written and oral reports clearly and concisely.
- Coordinate projects and set priorities and objectives.
- Handle multiple projects at the same time.
- Work effectively in an atmosphere of constant interruption.
- Establish and maintain effective working relationships.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Seek innovative solutions to human resources issues.
- Conduct training sessions for managers and employees.
- Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Bachelor's degree in public administration or related field, a minimum of five years responsible professional experience in personnel administration, human resources, employment law or a related field, including three of those years in a management capacity.

Training:

A bachelor's degree in business or public administration is preferred; however, an equivalent combination of education, personnel and/or management experience will be considered in evaluating qualifications. Other combinations of training and experience may substitute for these requirements.

WORKING CONDITIONS

Environmental Conditions:

Office environment utilizing computers.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting for prolonged periods of time and working closely with others; general manual dexterity.