



develops, implements, and manages the centralized functions of searches, hiring, administration of personnel policies, employee relations, training, employment separations, and personnel record-keeping and reporting. Employee manages employee benefits, insurances, and worker's compensation. The employee ensures City compliance with human resources and labor laws. Oversees compliance with reporting and payment of federal and state taxes and required retirement contributions. Ensures compliance with City benefit and time-reporting policy and external regulations such as the Fair Labor Standards Act (FLSA). This is a highly responsible job that requires collaboration with the City Manager; latitude in making HR-related decisions is afforded this job. This job classification is identified as security-sensitive and is subject to a pre-employment background check.

### Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

**ESSENTIAL FUNCTION: Professional Human Resources/Personnel Management. Oversees the entire personnel process of the City to ensure compliance with labor and employment laws.**

1. Works with the City Manager to ensure compliance with labor and employment laws.
2. Serves as the designated personnel officer for the City.
3. Ensures necessary personnel processes and resources are in place and consistently implemented and maintained throughout the City departments.
4. Provides professional consultations and recommendations associated with the Civil Service Board, the City Council, the department heads and employees.
5. Maintains and secures required documents and files.
6. Ensures federal posters and notices are displayed as required.
7. Maintains and secures confidential information and documents.
8. Serves as the centralized HR resource and reference point for the City.
9. Researches methods and practices designed to improve City HR functions; considers and recommends best practices for implementation.
10. Establishes and maintains professional credentials in HR management; participates in training.

**ESSENTIAL FUNCTION: City Personnel and Human Resource Functions. Directs all City Human Resources functions to provide centralized services, mechanisms for employment processes, and plan and promote activities for employees.**

1. Serves as the Director of the Human Resources department for the City.
2. Provides for centralized HR and personnel services.
3. Establishes and maintains centralized and standardized processes and practices that are consistent with applicable laws.
4. Works with the City Manager to establish direction and priorities for the personnel functions of the City.
5. Maintains availability to meet with department heads and employees.
6. Maintains professional demeanor, representing the City in a consistently positive manner.
7. Engages in discussions to address issues and solve problems.
8. Works with department heads to interview, hire, discipline, and separate employees from the City.
9. Attends and participates in interviews for consideration of employment.
10. Conducts and facilitates reference checks and back ground checks.
11. Provides mechanisms and processes for:
  - a. Employment recruitment, selection, and employment.
  - b. The orientation of new employees.
  - c. Compliant job descriptions.
  - d. Personnel policies and procedures.
  - e. Equitable classification and pay plans.
  - f. Compensation and benefits.
  - g. Required training, including safety, harassment, and ethics in government.
  - h. Employee relations and grievances.
  - i. Performance management and appraisals.
  - j. Payroll and benefits; calculates leave and ensures accuracy.
12. Provides for employee insurance coverage and benefits options and plans.
13. Works with healthcare providers and other agencies in the events requiring worker's compensation; manages claims processes.
14. Manages return to work processes following leave under worker's compensation; works with department heads.
15. Manages and processes FMLA leave as necessary for individual employees; works with department heads.
16. Provides information and the dissemination of documents regarding benefits and coverage to employees.
17. Explains information and answers questions regarding payroll, insurance, leave, and benefits, as well as how to sign up or change options, to employees.
18. Plans and promotes special events for employees, including annual sign up for insurance coverage.
19. Provides oversight for payroll processes; ensures accuracy.
20. Calculates pay, benefits, taxes and leave; ensures accuracy.

**ESSENTIAL FUNCTION: Payroll and Benefit Administration. Oversees, coordinates, and manages the preparation, processing, and disbursement of multi-faceted payroll, including garnishments, benefits and taxes to City employees consistent with federal and state wage and hour laws.**

1. Analyzes and prepares payroll data to ensure compliance with all applicable state and federal wage and hour laws.
2. Manages payroll workload to meet operational requirements.
3. Ensures payroll is processed in an accurate, compliant and timely manner.
4. Directs the preparation of payroll related documents.
5. Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, rate changes, terminations and resignations, job titles, department transfers etc.
6. Reviews and approves timesheets.
7. Reviews and approves final payroll report.
8. Compares each timesheet to corresponding check stub to identify possible errors.
9. Submits final approval of payroll each pay period before Finance Dept. submits payroll to the bank.
10. Makes all final decisions regarding payroll.
11. Oversees the payroll assistant/HR assistant in resolving payroll discrepancies.
12. Maintains payroll guidelines by writing and updating policies and procedures.
13. Complies with federal, state, and local legal requirements by studying existing and new legislation, enforcing adherence to requirements, advising management on needed actions.
14. Assists the Finance Director in establishing requirements for internal control and procedures for protecting payroll records.
15. Provides payroll support by answering questions and requests.
16. Supports the payroll management team for resolving all payment issues with benefits, human resources, technical problems, etc.
17. Advises payroll staff as to how to resolve inaccuracies or discrepancies that may arise.
18. Prepares and submits payroll reports as needed to City Manager for business purposes.
19. Administers all City benefit plans.

**ESSENTIAL FUNCTION: Department Management and Supervision. Overseas the daily management of the department to ensure work is performed according to**

**established priorities, an adequate supply of monies and supplies are available, and maintain confidentiality of all personnel files.**

1. Manages the day-to-day functions of the department.
2. Works with the City Manager to establish priorities for the department.
3. Hires, orients, and provides supervision of departmental employees.
4. Corrects performance as necessary.
5. Performs disciplinary actions in accordance with City policies and procedures specifically, issuing corrections, conducting performance counseling, issuing verbal and written reprimands, sending employees home on paid time for disciplinary infractions, and recommending suspensions or terminations to the City Manager.
6. Conducts performance evaluations on assigned employees.
7. Develops annual budgets for department; submits for consideration.
8. Ensures availability for appropriate and needed supplies and equipment for department.
9. Ensures expenditures are within approved budget.
10. Maintains designated personnel files. Maintains employee personnel records and documents.
11. Secures all personnel and medical files.

**ESSENTIAL FUNCTION: City Operations. Represents the City, providing support and advise, performing research, conducting training and assisting the Civil Service Board.**

1. Works with the City Civil Service Board on designated personnel matters.
2. Provides support to the City Council on personnel matters.
3. Advises on the application of employment and labor laws, and the implication to the City operations.
4. Represents the City in a consistently positive and professional manner.
5. Receives, considers and addresses citizen complaints and problems with the City in concert with the City Manager.
6. Researches and develops presentations.
7. Makes presentations; responds to questions.
8. Conducts training programs.
9. Develops and maintains data, records, and reports.
10. Drives to attend meetings and training programs.
11. Performs other related duties as required.

### Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. \*Knowledge of City rules, regulations, policies and procedures.
2. \*Knowledge of the locations of City properties and important locations.
3. Knowledge and application of human resources principals.

4. Knowledge of federal and state laws associated with and impacting human resources and personnel function of municipalities.
5. Knowledge of the functions and responsibilities of the job of human resource directors.
6. Knowledge of payroll systems and processes.
7. Knowledge of federal and state wage and hour laws.
8. Reading skills to comprehend legal documents, manuals, laws, licenses, reports, ordinances, directives, procedures and instructions.
9. Verbal skills to communicate effectively with broad and diverse individuals including the general public, the mayor and city council, other elected and appointed officials, media services and outlets, and department directors/reports.
10. Writing skills to compose letters and documents, policy statements, and clearly and neatly complete reports, forms, and records using correct English, grammar, and punctuation.
11. Math skills to accurately perform calculations necessary work with departmental budgets.
12. Skills to appropriately use office electronic equipment such as multi-line phones, fax machines and copiers.
13. Skills to use computers and specialized software, including spreadsheets.
14. Skills to consider multiple sources, options, opportunities and implications regarding impacts on the City prior to making recommendations.
15. Ability to establish priorities and action plans for self and others.
16. Ability to develop and function within budgets.
17. Ability to provide leadership to minimize risks and liabilities.
18. Ability to use computers and other methods to conduct research.
19. Ability to provide guidance, coaching, counseling, and other methods to support the development of subordinate employees.
20. Ability to hold self and others accountable.
21. Ability to maintain confidential information.
22. Ability to consistently represent the City in a positive, professional manner.
23. Ability to effectively supervise subordinate employees.
24. Ability to establish and work according to priorities; ability to perform work accurately, with attention to detail, and within time constraints.
25. Ability to plan, organize, coordinate and carry out work, engaging the work of others in a productive and effective manner.
26. Ability to solve problems and effectively address issues.
27. Ability to coordinate and collaborate work with others to accomplish established goals and projects.
28. Ability to drive.

### Minimum Qualifications

1. Possess a bachelor's degree in personnel or HR management from an accredited college or university; a master's degree in a related field is preferred.
2. Five years (5) of professional work experience as a HR generalist; professional experiences working with a government entity and managing worker's compensation claims are preferred.
3. Possess current and valid driver's license and be insurable.
4. Ability to obtain and maintain professional certification in human resources is required within five (5) years of hire date.
5. Ability to consult on urgent personnel matters 24/7.
6. Ability to travel out of town to attend conferences and meetings.
7. Ability to pass a pre-employment background check.

### Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

### Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

### Acknowledgment

*I acknowledge that I have received a copy of my job description.*

*I am aware that any questions about my job performance expectations should be referred to my supervisor or department director.*

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Printed name

Signature

Date