

HUMAN RESOURCES ADMINISTRATOR

*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.*

SUMMARY DESCRIPTION

Under general direction of the City Manager, this position manages and performs all human resource functions at the City including personnel transaction processing and personnel records management, recruitment and selection, classification, compensation, benefits, administration, leave management, labor and employee relations, and risk management activities including worker's compensation, liability claims, general insurance, and safety and training programs; evaluates, recommends and implements management decisions and practices that directly affect or influence employees.

This position is "at will" and the incumbent is hired and retained at the pleasure of the appointing authority.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction and supervision from the City Manager. Incumbent may have supervisory responsibilities over clerical, technical and/or professional staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, manages, and performs all Human Resources programs and functions including advising executive and management staff regarding sound Human Resources practices and techniques to effectively plan for and manage the City's workforce.
2. Develops and implements the Human Resources division's goals, objectives, policies, and programs in accordance with City policies, goals, and objectives.
3. Maintains knowledge of current federal and state employment laws and legislations, policies and procedures pertaining to personnel matters to ensure City compliance.
4. Manages benefit programs, including retirement, medical, dental, vision, life insurance plans, and disability programs; provides information and assistance to all employees; schedules and coordinates enrollment periods, presentations, and training for all benefit programs.
5. Manages the classification and compensation program including preparation, review, update, and maintenance of job descriptions for all positions; conducts compensation and benefit surveys and makes salary recommendations; prepares and administers the wage and salary schedules for bargaining unit and unrepresented employees.
6. Receives and processes employment applications, conducts testing, schedules interviews, administers pre-employment assessment and background screening; conducts interviews with managers and supervisors; notifies candidates of hiring decisions and manages the employment process; administers new employee orientation programs.
7. Coordinates annual performance evaluations; assists and trains managers and supervisors on process, ensuring appropriate and timely employee ratings.
8. Manages and processes employee leave of absence requests, including coordination of benefits, accommodations, and return to work.
9. Organizes and implements policies for compliance with the Americans with Disabilities Act (ADA); reviews and analyzes employee requests for job accommodations and determine if employees meet the qualifications; facilitate reasonable accommodations.

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10. Oversees nondiscrimination, affirmative action, and equal employment opportunity programs.
11. Directs and administers employee relations activities including contract interpretation, grievance process administration, progressive discipline, facilitate negotiation of new and revised policies and procedures, and other personnel practices and matters; maintain ongoing communication with the City Manager, department and division heads, employee unions and associations and others.
12. Oversees administration of the City's risk management programs including workers' compensation claims, liability, general insurance, safety and training programs, and maintain the City's Injury and Illness Prevention Program (IIPP) to ensure compliance, enhance employee safe work practices, minimize the City's risk and perform all related functions.
13. Manages the FMCA commercial driving program including drug and alcohol testing program, maintaining required records and reports.
14. Develops and administers City-wide development and training programs, and employee wellness programs.
15. Prepares a variety of reports, correspondence, and records.
16. Maintains confidential materials, records, files, and other privileged information.
17. Assists in budget preparation and administration.
18. Attends City Council meetings and makes presentations as required.
19. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of public sector human resource management including recruitment and selection, classification and compensation, organizational development, training, equal employment, benefits administration, leave management, employee and labor relations, insurance, liability, and workers' compensation and safety.
- Applicable Federal, State, and local laws, ordinances and regulations governing Human Resources practices.
- Organizational and management practices for analyzing and evaluating programs, policies, and operational needs related to human resources.
- Principles and practices of personnel management, including supervision, and performance management.
- Effective management principles and budget development.
- Statistical concepts and methods used in human resources programs.
- Current literature and trends in public and private sector human resource management.

Skill in:

- Use of modern office equipment including computers, and computer applications and software.
- Facilitation, team engagement, and project leadership/management.

Ability to:

- Plan, organize, administer, coordinate, review and evaluate all areas of a comprehensive human resources program including formulating and administering best practices and sound human resources policies, procedures, and programs for all levels of City management and employees.
- Research, evaluate, and recommend policies and programs to comply with Federal, State, and local laws and regulations.

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- Interpret and apply memoranda of understanding, laws, rules, regulations, and ordinances.
- Analyze complex personnel and organizational problems, and develop effective resolutions, and implement effective courses of action.
- Ability to handle confidential information with judgment and discretion; a high degree of integrity and extreme tact are essential.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in human resource management, public administration, business administration, or a related field.

Experience:

Five years of progressively responsible professional level work experience in human resources and risk management. Experience in administering programs in a governmental jurisdiction is highly desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Human Resource Professional certification (SPHR, IPMA-SCP, SHRM-SCP) is highly desired.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting where the noise level is usually quiet, and the temperature and lighting are usually moderate. The employee has normal work hours; although, must be able to work after regular hours as needed.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.