



Job Title: Human Resources Manager

Department: Human Resources

Direct Supervisor: City Manager

General Purpose

Under limited supervision, the Human Resources Manager will bring an extensive human resources background and knowledge to a highly functional leadership team. This person is responsible for oversight and leadership of all human resource functions including recruitment and selection, total compensation and benefits, wellness, employee relations, training and development, workers compensation, regulatory issues, risk management and safety. Responsible for building and driving an HR strategy that offers a balance between Human Resources, the City Manager's Office, and organizational needs. Provides leadership, innovation, strategic direction, support and oversight.

Traits of an Ideal Candidate

- Professionally knowledgeable with an expert understanding and background in all aspects of Human Resources; preferably human resources in local government.
- Experience with successful Diversity, Equity, and Inclusion initiatives. Supports diversity within the organization.
- Strong interpersonal and communication skills.
- Customer service focused.
- Ability to adapt to changing priorities and look to the future.
- Understands the value of job satisfaction and respects work/life balance as it relates to the team.
- Is willing to step in and assist the team in completing work objectives; has their backs through difficult situations.
- Has a high level of integrity and ethics.
- Committed to continuous improvement.

Essential Duties

- Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Maintains the work structure by updating job requirements and job descriptions for all positions.

- Supports organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Manages a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; and recommending, planning, and implementing pay structure revisions.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- Implements employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; and designing and conducting educational programs on benefit programs.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, and representing the organization at hearings.
- Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Retains historical human resource records by designing a filing and retrieval system and keeping past and current records.
- Cultivates professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Completes human resource operational requirements by scheduling and assigning employees and following up on work results.
- Enters human resources/benefit and payroll information into the City's Human Resources and Payroll Information Systems as well as benefit providers information systems.
- Maintains confidential correspondence including applications, test results, personnel files and related information.
- Assists with employee open enrollment activities.
- Processes COBRA and retiree insurance premium payments.
- Maintains automated and manual files and records such as employee files, applicant information, medical files, background files, worker's compensation files and employee leave forms.
- Provides assistance and information to applicants, City employees and the general public.
- Serves as coordinator for the City employee functions ie holiday party, employee picnic.
- Other duties as assigned.

Education, Experience & Training for Performing Essential Functions

Undergraduate Degree in Human Resources or related field strongly preferred or an equivalent combination of education and training with a minimum of five years experience in position of a similar nature. Knowledge of current and evolving Human Resources federal and state laws and regulations in required. Must be experienced with Microsoft Office applications and possess excellent organizational, multi-tasking, and communication skills.

Requires a thorough knowledge of office equipment and procedures; a comprehensive knowledge of the principals of office procedures; ability to establish and maintain complex record systems and operate personal computer using desktop applications and department specific software and apply current office technology resources. Must have the ability to work independently, multi-task, prioritize and assist with the administration and coordination of general office activities. Exercise independent judgement in making decisions in accordance with established policies and procedures, and communicate effectively with the public, governmental officials and City personnel at all levels in a confidential manner. Professional certification in Human Resources through IPMA, SHRM, HRCI preferred. Municipal government experience a plus.

Work Environment and Physical Demands

Work is normally performed in a general inside office environment with appropriate heating and cooling and is not subject to significant occupation or environment hazards other than those normally associated with general public contact.

The physical demands described here 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. Employee must be able to sit, walk, talk and hear within normal limits with or without corrective assistance. The employee must regularly lift/move up to 10 pounds and occasionally lift/move up to 25 pounds. Employee must be able to sustain the manual dexterity to operate standard office equipment.

A job description is written to describe work to be performed by the ideal candidate. A less qualified individual may fill the position on the condition that, with training, they will fully meet responsibilities and skills within a reasonable period of time.