

ASSISTANT CITY MANAGER/HUMAN RESOURCES ADMINISTRATOR

PAY GRADE: 4

FLSA STATUS: Exempt

DEPARTMENT: City Manager

GENERAL SUMMARY

This is an executive team and professional human resources position that is responsible for assisting the City Manager in the overall management of the city, coordinating special projects, and performing a variety of duties in managing city-wide human resources programs. Reporting to the City Manager, the employee exercises considerable independent discretion and judgment within statutory requirements, City policies and procedures, union contract provisions, and direction from the City Manager.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Assistant City Manager Functions:

- ❑ Provides professional advice, support, and assistance to the City Manager
- ❑ Plans, organizes, and directs workloads and staff assignments; trains, motivates, and evaluates assigned staff; resolves grievances; reviews progress and directs changes as needed
- ❑ Assists in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates activities with other departments and agencies as needed
- ❑ Assists with purchasing and procurement programs and procedures
- ❑ Communicates official plans, policies, and procedures to staff and the general public
- ❑ Makes presentations to department directors, boards, commissions, civic groups, other public agencies, and the general public as assigned
- ❑ Ensures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of the annual budget
- ❑ Participates with community, state, and federal agencies to coordinate community initiatives; conducts meetings and workshops
- ❑ Evaluates work procedures, schedules, and workflows; studies and recommends policies and procedures to improve efficiency and effectiveness of operations
- ❑ Prepares a variety of studies, reports, and related information for decision making purposes; conducts research and analysis and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, and other matters
- ❑ Prepares drafts of speeches, presentations, resolutions, ordinances, contracts, administrative policies, and other documents as assigned
- ❑ Investigates, coordinates, and responds to citizen requests for service, complaints, and requests for information
- ❑ Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services
- ❑ Serves on relevant local, county, regional, and other boards and commissions
- ❑ Performs related duties as assigned by the City Manager

Human Resources Administrator Functions:

- Maintains the human resources system in accordance with federal and state statutes, city charter, ordinances, policies, and employment contracts or collective bargaining agreements
- Provides personnel and human resources advice and assistance to the City Manager, department directors, and employees
- Assists in the planning, implementation, and management of related employee benefit programs; insures compliance and processing of payments and employee changes as set forth in the benefit contract
- Maintains the human resources web pages, voice mail, and bulletin board for current job postings
- Plans and directs all recruitment and selection activities; prepares advertisements; reviews applications; schedules and conducts interviews; mails correspondence to applicants interviewed; monitors testing; schedules applicants for all testing; interprets results; recommends action
- Prepares and implements orientation programs and training for new employees; prepares and maintains employee personnel files; insures the completion of all related benefit forms
- Completes statistical analyses and reports on personnel issues and makes appropriate presentations
- Maintains departmental records and files in accordance with federal, state, and local law; prepares files and maintains log for offsite storage of human resources files
- Plans and directs the unemployment compensation program
- Coordinates the Employee Assistance Program (EAP) for employees
- Oversees the payment of invoices and departmental purchases in accordance with purchasing policies
- Oversees the maintenance of the compensation program; completes job/desk audits and analyses, prepares job descriptions, and completes wage and benefit analyses and surveys
- Assists in the creation, maintenance, review, and monitoring of employee performance appraisal systems
- Regularly develops, reviews, and updates personnel policies regularly for consideration by the City Manager
- Conducts Municipal Employees Retirement System (MERS) elections each spring and submits the necessary forms for elected personnel to attend the MERS conferences
- Prepares exit interviews and provides employee wage and separation information
- Conducts verification of vendor compliance with the city's living wage ordinance
- Coordinates civil service promotional examinations for police and fire personnel every two years and assists in all other promotions of current employees as needed
- Notifies employees and retirees of insurance open enrollment opportunities each year and sends out notification to retirees of rate changes for health, life, and other applicable insurances
- Assists the City Manager with collective bargaining, including but not limited to preparing reports and contract language where appropriate and attending collective bargaining sessions; assists the City Manager with interest and grievance arbitration

processes

- ❑ Investigates, responds to, and resolves employee complaints, including serving as a step in employee grievances processes
- ❑ Serves as the City's Title VI Coordinator and EEO/Affirmative Action Officer; investigates claims of discrimination, wrongful employment practices, and related claims
- ❑ Coordinates city-wide training programs
- ❑ Assists in preparing and submitting the human resources, legal, unemployment insurance, and workers' compensation insurance budgets to the city's budget committee
- ❑ Serves as liaison to retirees in addressing health insurance issues
- ❑ Prepares and submits retirees' Medicare Part D prescription drug eligibility each year
- ❑ Serves as advisor to the Civil Service Commission
- ❑ Performs related work within general knowledge, skills, and abilities as set forth
- ❑ Responds to general public and employee inquires
- ❑ Supervises part-time employees and interns when applicable
- ❑ Prepares garnishment and verification of employment for employees and retirees as needed
- ❑ Provides relevant input for the city's staff planning priorities and participates in planning processes
- ❑ Prepares census reports for health care and life insurance providers, collective bargaining and arbitration processes, and other needs
- ❑ Prepares seniority lists for unions each year
- ❑ Enrolls the Housing Commission for all health care benefits and COBRA notifications
- ❑ Prepares all new hire, changes and termination paperwork for the Housing Commission, Parkridge Community Center, Senior Center, and Rutherford Pool employees
- ❑ Makes presentations to City Council as directed by the City Manager
- ❑ Evaluates and prepares recommendations for the City Manager and City Council related to human resources functions
- ❑ Performs all other human resources management work as assigned
- ❑ Oversees the Worker's Compensation program ; coordinates program activities with employees, insurance companies, and doctors; maintains system in accordance with state law
- ❑ Participates in city's Safety Committee; identifies and presents potential safety hazards to appropriate personnel for elimination or correction
- ❑ Prepares and submits the budget for the Workers' Compensation Fund
- ❑ Annually submits an application to the Workers' Compensation carrier
- ❑ Organizes the Flu Shot Fair and other wellness activities as required for active employees
- ❑ Prepares the annual OSHA injury report each year for posting from February 1 to April 30
- ❑ File all Report of Injury Forms for the Housing Commission, Senior Center, Rutherford Pool, and Parkridge Center for any injuries that occur on the job

KNOWLEDGE, SKILLS AND ABILITIES

A Bachelor's degree from an accredited four-year college or university with a major in public administration, human resources, business administration, or closely related field and three years of experience in city management or human resources administration or any combination of experience and training to provide for the following knowledge, skills, and abilities:

- ❑ Knowledge of the principles and practices of modern public administration
- ❑ Knowledge of municipal government structure and operations
- ❑ Knowledge of personnel policies, practices, procedures, federal and state labor laws, and union contracts
- ❑ Knowledge of personnel selection methods, laws, and policies
- ❑ Knowledge of employee benefit contracts
- ❑ Knowledge of the fundamentals of public sector general human resources management regarding recruitment, selection, training, employee relations, and records management
- ❑ Ability to gather and analyze data and prepare reports
- ❑ Ability to communicate effectively orally and in writing
- ❑ Ability to establish and maintain confidential and effective working relationships with supervisor, coworkers, boards and commissions, and the public
- ❑ Ability to identify and assist in resolving employee problems
- ❑ Ability to multi-task
- ❑ Ability to effectively negotiate, mediate, and resolve employee conflicts
- ❑ Skills in financial analysis, negotiations, project management, and proposal or grant writing
- ❑ Skill and ability to use routine office technology, including but not limited to personal computer, calculator, telephone, copy machine, and facsimile machine; proficiency in use of office computer software applications, including but not limited to word processing, spreadsheets, E-mail, presentations, and databases

PHYSICAL DEMANDS

The physical demands characterized here epitomize those that must be met by an employee to properly perform the integral functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In order to properly perform the integral functions of this job, the employee is occasionally required to: stand or walk and stoop or kneel. Frequently, the employee is required to sit. It is crucial to the outcome of job tasks that the employee is able to: talk or hear; use hands to finger, handle, or feel; and reach with hands and arms extensively.

The employee in this classification will be required to frequently lift objects of up to 10 pounds in weight. Occasionally the employee will have to lift/move objects of up to 25 pounds in weight. Vision requirements for this position include close vision and the ability to adjust focus.

WORKING CONDITIONS

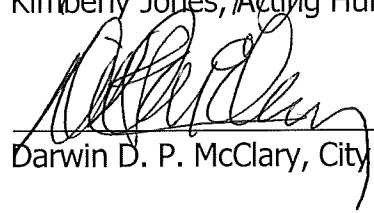
The employee performs job duties in a climate controlled office environment with a moderate noise level.

AUTHORIZATIONS



Kimberly Jones, Acting Human Resources Manager

4.6.17
Date



Darwin D. P. McClary, City Manager

04-06-17
Date

ADOPTED: 04/04/2017

REVISED:

