

## HUMAN RESOURCES MANAGER

FLSA: Exempt

GENERAL SUMMARY

This is a professional human resources position that performs a variety of duties in managing City-wide human resources programs. Reporting to the Office of the City Manager, the employee exercises independent discretion and judgment within statutory requirements, City policies, procedures and union contract provisions.

PRINCIPAL DUTIES AND RESPONSIBILITIES**Human Resources Functions:**

- ❑ Maintains the human resources system in accordance with Federal and State statutes, City Charter contracts and policy
- ❑ Provides personnel and human resources advice and assistance to Senior Management and employees
- ❑ Assists in the planning, implementation and managing of related employee benefit programs; insures compliance, processing payments and employee changes as set forth in the benefit contract
- ❑ Maintains the web page, 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
- ❑ Provides City orientation for new employees; prepares original personnel file; insures the completion of all related benefit forms
- ❑ Completes statistical analysis 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
- ❑ Plans and directs the unemployment compensation program
- ❑ Coordinates the EAP Program for Employees
- ❑ Oversees the payment of invoices and departmental purchases in accordance with purchasing policies
- ❑ Oversees the maintenance of the compensation program; prepares job descriptions and completes wage and benefit surveys
- ❑ Monitors employee appraisal system
- ❑ Reviews, updates and develops personnel policies
- ❑ Conducts Municipal Employees Retirement System Elections each spring and submits the necessary forms for elected personnel to attend the MERS Conference
- ❑ Prepares exit interviews and provides employee wage and separation information
- ❑ Conducts verification of our vendors for abiding by our Living Wage Ordinance
- ❑ Coordinates promotional exams for the Police and Fire every two years and assists in all other promotions of current employees as needed
- ❑ Notify Employees and Retirees of Open Enrollment each year and send out notification to retirees of their new rates for health and life insurance

- ❑ Participates in Union Contract Negotiations
- ❑ 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 and Unemployment budgets to the City's Budget Committee
- ❑ Liaison for retirees with their health care problems
- ❑ Prepares and submits Medicare D prescription drug eligibility of the City's retirees to the CMS each year.
- ❑ Serves as advisor to the Civil Service Commission
- ❑ Performs related work within the general knowledge, skills and abilities as set forth
- ❑ Responds to general public and employee inquires
- ❑ Supervises part-time employees and interns
- ❑ Prepares garnishment and verification of employment for employees and retirees as needed
- ❑ Order American Flags each year for the Highland Cemetery to honor our veterans
- ❑ Prepares census reports for our health care and life insurance providers
- ❑ Prepares Seniority List for all 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
- ❑ Makes presentations to City Council as directed by the City Manager or his designee
- ❑ All other Human Resources related work as assigned

### **Workers' Compensation/Safety Functions:**

- ❑ Oversees the Worker's Compensation program ; coordinates program activities with employee, insurance company and doctor; maintains system in accordance with State law
- ❑ Participates in City's Safety Committee; presents safety obstacles to appropriate personnel to be resolved
- ❑ Prepares and submits the budget for the Workers' Compensation Fund
- ❑ Annually submits an application to our Workers' Compensation Carrier
- ❑ Organizes a Flu Shot Fair each year for all Active Employees
- ❑ Prepares the OSHA Report each year that is posted from February 1<sup>st</sup> through April 30<sup>th</sup>
- ❑ 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 human resources, business or public administration and five years of experience in personnel or any combination of experience and training to provide for the following knowledge, skills and abilities:

- ❑ Knowledge of personnel policies, practices, procedures, 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 of recruitment, selection, training, employee relations and State record management
- ❑ Knowledge of PC operations for word processing and spreadsheet applications
- ❑ Knowledge of advanced mathematical concepts and basic accounting
- ❑ Ability to gather and analyze data and prepare reports
- ❑ Ability to communicate with a variety of people and explain technical data in nontechnical terms
- ❑ Ability to establish and maintain confidential and effective working relationships with supervisor, coworkers and the public
- ❑ Ability to identify and assist in resolving employee problems
- ❑ Ability to perform multiple simultaneous activities

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

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 Judi Smith, Human Resources Manager

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 Date

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 Ralph A. Lange, City Manager

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 Date