HUMAN RESOURCES DIRECTOR

POSITION SUMMARY

This executive level position will lead, plan, direct, develop, and coordinate the policies, activities, and staff of the Human Resources department, ensuring legal compliance and implementation of the cities policies and practices.

RESPONSIBILITIES

Essential Duties:

- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Provides support and guidance to HR staff, leadership, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, FMLA and non-FMLA leave, investigating of wrongdoings, and terminations.
- Review position descriptions on a regular basis and assists management in writing/updating position descriptions and advise on classification placement.
- Prepares the Civil Service Commission (CSC) Order of Business for all regular and special meetings. Takes and types minutes of the official proceedings of the CSC.
- Maintains compliance with local, state and federal employment laws and regulations, and recommends best practices; reviews policies and practices to maintain compliance, prepares EEOC reporting/compliance, unemployment claims.
- Works with City Administrator, City Attorney, boards and committees and senior management on development and management of various HR related City ordinances, policies, resolutions, and legal documents.
- Interprets, assists and advises employees, supervisors and management regarding HR policies, procedures and issues and makes recommendations regarding performance and disciplinary issues, terminations, and investigations.
- Oversees the all-staff HR required development trainings and works with Risk Management Specialist to coordinate programs/presentations.
- Consults, advises and develops programs with supervisors regarding employee turnover, absenteeism, morale, employee recognition and other employee related HR concerns/issues.
- Consult and advises City Administrator with regard to compensation and benefits programs.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Prepares and administers the Human Resources operating budget.
- Performs other duties of similar nature or level as required.

Knowledge, Skills and Abilities:

- Excellent verbal and written communication skills.

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- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Ability to read, understand and communicate laws, ordinances and regulations;
- Proficient with research techniques and practices;
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Oversee the organizations HRIS and talent management systems.

Judgment/Decision Making:

- Develops strategic direction, goals, plans, and policies for the HR department.
- Sets broad objectives and is accountable for overall results in the HR department.
- Authority to make decisions for the HR department on matters of significance.
- Requires a high degree of independent judgment and problem solving of complex problems.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Responsible for the overall direction of the human resources department.
- Encourages employee growth and development by providing or encouraging learning opportunities.
- Sets goals and objectives for others to work towards and monitors performance.
- Responsible for staff discipline; makes hiring and firing recommendations.
- This position reports to the City Administrator.

Relations to Others:

- This position requires a high level of communication with all levels within the City, commissions, community, business leaders, and media.
- Handles highly sensitive information.
- Ensures problem resolution. Identifies barriers to effective communication and holds self and staff accountable for customer service excellence.
- Communication includes one-on-one, frequent small group presentations, and large group presentations with an audience that may include residents, staff or other local and state officials.

SKILLS

Education and Experience:

- An accredited four-year college or university degree with major course work in Human Resources, Public or Business Administration or related field.

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- Minimum of five years' experience working in the HR field required, with three years of progressively responsible HR supervisory experience.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties.

Special Requirements:

- Valid Driver's License
- Society of Human Resource Management (SHRM-CP or SHRM-SCP), or Human Resources Certification Institute (PHR or SPHR) certification highly desired.

WORKING CONDITIONS

Environment:

- Positions in this class typically require: sitting, stooping, kneeling, reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at a time.
- Must be able to access and navigate each department at the City's facilities.

Classification and History: Grade: 20 (G-20)
FLSA: Exempt
Prepared by City Administrator 9/12/11
Updated: by CA Dassinger, HR Nameniuk, Title change from HR Coordinator to HR Director 10/27/2022; 12/21/2023 – Changed grade level per commission approval of wage study and 2024 budget SN, 6/16/25 updated grade to match new pay scale – NT.