

HUMAN RESOURCES MANAGER

General Statement of Duties

Performs responsible and confidential and complex administrative and professional work managing the Agency's Human Resource functions.

Distinguishing Features of the Class

An employee in this class plans, organizes, recommends and implements a variety of personnel-related policies, programs and activities in collaboration with senior and mid-management management employees. Work includes developing and implementing policies, procedures and organization-wide activities and training; overseeing the implementation of personnel policies and practices and supporting agency managers and employees. Functions include designing and implementing targeted and lawful employment recruitment activities that produce a diverse and adequate pool of qualified applicants; designing and supporting the implementation of lawful and consistent screening and selection processes that deliver highly-qualified candidates; developing and maintaining a comprehensive position Classification and Compensation system that includes but is not be limited to conducting job analysis, developing classification specifications, conducting compensation surveys, maintaining grade and salary schedules, developing and monitoring incentive compensation policies and procedures; recommending and ensuring compliance with administration of employee benefits, coordinating and implementing employee activities and training and the efficient management of electronic and hardcopy personnel records. Work requires comprehensive knowledge of federal and state employment and human resource laws and regulations for public and private-sector organizations, extensive experience with classification work and compensation systems; recruitment, screening and selection processes; employee benefit administration; policy interpretation and application and organizational development training and activities. Work also requires strong oral and written communication skills, facilitation skills, supervisory skills, the ability to collaborate and work on teams, meet repeated deadlines, exercise sound judgment, critical-thinking skills, consistent leadership, proficiency with Microsoft Office Suite software, Google Applications. Work also requires knowledge of and ability to support and implement agency policy and procedures. Work is carried out in accordance with grant requirements, federal, state and local laws and regulations, the Agency's Mission, Vision and Values, policies, Standards for Employee Behavior and other applicable requirements. The person in this classification is a member of the Agency's Senior Team. Work occurs under the limited supervision of the Executive Director and is evaluated through observation, conferences, monitoring and audit results, goal achievement and Significant Incidents that demonstrate job quality, quantity, timeliness and results. Work is formally reviewed, and future goals are set, in an annual performance appraisal.

Behavioral Indicators of Organizational Principles

An Employee in this class, routinely and regularly, behaves in a manner that is consistent with and promotes both the letter and the spirit of the Agency's organizational principles:

- Teamwork – participate responsibly, solve problems, accept and support decisions
- Communication – listen responsibly, exhibit a spirit of openness, share relevant information in a timely and accurate manner, meet the organization's needs
- Quality – be professional and accountable, exceed standards, provide excellent service, strive to satisfy customers
- Respect – recognize boundaries, value diversity, behave in a direct and nonjudgmental manner

Duties and Responsibilities

Essential Duties and Tasks

- Develops, plans and implements goals and objectives, policies and priorities of the human resources functions that are consistent with the Agency's values, mission and vision
- Performs professional level duties in the functional areas of classification and pay, including but not limited to job analysis and classification development, salary surveys and pay plan maintenance; recruitment and selection; employee relations; benefits and worker's compensation,
- Administers employee orientation and exit interview activities
- Researches and evaluates relevant employment law and recommends personnel programs and policies that ensure compliance,
- Evaluates personnel-related problems and advises supervisors and employees on appropriate action; revises as necessary, templates and forms to support consistent documentation,
- Maintains efficient, accurate and confidential electronic and hardcopy personnel records
- Maximizes the use of the agency's integrated HR/Accounting software to record, track and report employee-related information
- Uses a team-based approach to plan, coordinate and execute a variety of employment and health/wellness workshops and training sessions for supervisors and employees
- Participates as a member of the Agency's leadership and senior teams and as a leader or member of ad-hoc cross-functional teams that address agency-wide needs

Additional Job Duties

- Performs related duties as required
- May supervise a Personnel Analyst or equivalent

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Comprehensive knowledge of the theory, principles and practices of personnel administration including the functional areas of human resources cited above
- Comprehensive knowledge of the laws, rules and regulations that apply to employment policies and practices in the private nonprofit and public sectors
- Comprehensive knowledge of human resource trends and technologies
- Comprehensive knowledge of organization development, organizational psychology and related principles
- Ability to establish and maintain an effective HR system and provide management with costs projections, statistical and trend information, evaluations of activities and recommendations for improving outcomes and recommending new initiatives
- Ability to maintain organized, accurate and confidential electronic and hardcopy files
- Ability to use Google Apps, Microsoft Office Suite, industry-related database applications and a variety of electronic devices
- Ability to use critical-thinking skills to analyze and apply facts and law to programs and benefits
- Ability to clearly communicate orally and in writing
- Ability to establish and maintain effective working relationships with other employees, agency volunteers and community partners
- Ability to work collaboratively in a team environment

Physical Requirements

- Must be able to perform the basic life operational skills of stooping, reaching, pushing, pulling, fingering, grasping, talking, hearing and repetitive motions
- Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force constantly to move objects
- Must possess the visual acuity to prepare and analyze data and figures and operate a variety of electronic devices

The physical requirements described here represent those an employee encounters while performing the essential functions of this job. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions of the work.

Special Requirements

Must possess a valid North Carolina Driver License

Education and Experience

Graduation from a regionally- or CHEA-accredited four year college or university with a Master's degree in Human Resources Management, Public Administration or Business Administration with an emphasis in HR Management, or related field and at least eight (8) years as an assistant or HR Manager/Director in a small public or medium-sized non-profit organization and five (5) years of supervisory responsibility. SHRM-SCP is also required. An equivalent combination of education and experience may be acceptable.

Prefer bi-lingual in Spanish

An employee in this classification is exempt under FLSA and is not eligible for overtime pay

Community Action Opportunities
March 2017

Human Resources Director

Job Organization:

City of Wausau, WI

Job Location: City:

Wausau

Job Location: State:

WI (Wisconsin)

Job Location: Zip:

54401

Job Description:

Human Resources Director, Wausau, WI (pop. 39,160). Progressive, mature, full-service city with a lively downtown, Wausau is 95 miles northwest of Green Bay in Marathon County. Located on the shores of the Wisconsin River, Wausau is a friendly community known for its beautiful neighborhoods, vibrant corporations, dining and shopping opportunities, and abundant year-round recreational activities.

The City is seeking a collaborative and accessible human resources professional to manage a comprehensive range of personnel services for a workforce of more than 354 full, part-time and seasonal employees. The Director manages a departmental budget of \$385,000 and two full-time professionals in delivering a full range of services including the city's classification and compensation system, employee benefits, labor relations, recruitment and selection, risk management, safety programs, training and development. The Director is appointed by and reports to the Mayor. The City is governed by a Mayor and 11 Common Council members.

The City is seeking an energetic, ethical and experienced leader with strong technical and interpersonal skills. A commitment to high professional standards is required. The ideal candidate must have an inclusive managerial style, as well as clear, concise, and open communication skills. The preferred candidate will possess a passion for public service and have government HR experience; is adept at combining a hands-on management style with confident professionalism, and has an ability to work with employees, elected officials and other stakeholders. A record of problem solving, decisiveness and approachability is required.

A Bachelor's degree in human resources, business, public administration or related field is required. SPHR or SHRM-SCP credentials are a plus; a Master's degree is highly desired. Ten years of progressively responsible human resources experience, with some of that experience in the public sector, or any equivalent combination of education and experience is desired. Local government administrative or management experience, with an emphasis in HR, will also be considered. Starting salary (midpoint): \$90,000 +/- DOQ.

The City of Wausau is an Equal Opportunity Employer.

Human Resources Specialist

Job Organization:

City of Coconut Creek

Job Location: City:

Coconut Creek

Job Location: State:

FL (Florida)

Job Location: Zip:

33063

Low Salary:

\$47,632.00

High Salary:

\$59,550.40

Wage Rate:

per Year

Job Description:

Salary: \$1,832.00 - \$2,290.40 biweekly, depending on qualifications
(annualized to \$47,632.00 - \$59,550.40)

GENERAL PURPOSE:

Performs professional human resources and risk management related duties assisting in the day-to-day administration of some or all of the following functional areas: recruitment, compensation and classification, performance management, benefits, Human Resource Information System (HRIS), risk/safety administration, training, employee relations, labor relations, workforce planning, and employment equity programs. Works independently under general supervision and receives technical guidance on unusual or complex issues.

Hours of Work: Monday through Thursday 7:00 A.M. to 6:00 P.M.; Days and hours are subject to change.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists with the implementation and administration of human resource programs such as employment, compensation, employee relations, benefits, risk management, performance management, workforce planning, and training
- Performs HR customer services functions by addressing day-to-day requests and questions of managers, employees, and applicants
- Explains City HR policies, procedures, and benefits to employees or job applicants
- Assists in monitoring departmental budget, researches information necessary to assist with budget preparation and recommendations, and makes purchases
- Reconciles, audits, prepares, and/or submits various reports
- Maintains manager and employee confidence by keeping human resources information confidential
- Researches, recommends, and/or implements new programs or improvements to existing

programs

- Performs administrative aspects related to employee records and assigned area of specialization; makes entries in various software programs
- Coordinates lunch & learns, seminars, training and development activities for employees as assigned
- Assists in coordinating or coordinates annual HR events, such as Open Enrollment or the Wellness Fair
- Completes reports, surveys, and projects as assigned
- Performs other duties as assigned and/or required

Performs additional specific duties based on one or more areas of specialization, cross-training and performing backup functions for all specializations. For example:

Workforce Planning and Employment

- Facilitates hiring managers throughout the recruitment process, including assisting with reviewing/updates job descriptions, developing job postings and advertising, developing/reviewing interview questions, and recommending/administering pre-employment assessments or testing
- Coordinate and performs all recruitment related functions as needed, and reports new hires to the Florida New Hire Reporting Center
- Communicates verbally and in writing with internal customers, job applicants and other external customers, such as responding to inquiries regarding open positions and application status, employment verifications, Re-employment Assistance submissions, salary surveys, attending job fairs, etc.
- Conducts and/or coordinating coordinates conditional job offers, physical examinations/drug screens and conducts background checks as needed
- Trains HR staff on HRIS user functions, such as the online recruitment tool

Benefits and Compensation

- Performs various tasks related to administration of employee benefits programs including, but not limited to health insurance, life and disability insurance, health savings accounts, education reimbursement, retirement/pension, leave, and work/life balance benefits
- Prepares and conducts benefits orientation and assists employees/retirees via phone, email and in-person with benefits enrollments, terminations, problems, changes, and general questions
- Processes benefits requests, eligibility determinations, and enrollments
- Reconciles and prepares payments for related bills; enters purchasing requisitions or check requests; prepares bills for retirees
- Researches, recommends, and/or implements new or revised benefits programs
- Coordinates annual Open Enrollment, including preparing schedule, form updates, notifications for employees, retirees, and COBRA members, and auditing entries and selections
- Calculates changes in pay rates
- Conducts exit interviews for separating employees
- Completes special projects related to HR including but not limited to compensation and classification surveys/studies, and cost analyses in support of collective bargaining, compensation and benefits administration

Employee Engagement

- Coordinates employee onboarding initiatives, such as new employee orientation and workshops
- Coordinates employee recognition activities, including but not limited to administering milestone anniversary program, creating and distributing anniversary cards, organizing birthday recognition/celebrations, etc.
- Coordinates employee events, such as holiday parties, contests, luncheons, and social activities

Job Requirements (Optional):

MINIMUM QUALIFICATIONS:

Bachelor's degree in human resources or related discipline supplemented by a minimum of one (1) year of experience in human resources; equivalent combination of education, certification, training, and/or experience may be considered.

Professional Human Resources (PHR) or other recognized HR Certification(s) is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of federal, state, and local employment laws including Florida Sunshine Law
- Knowledge of human resources practices related to recruitment and selection, employee compensation and benefits, employee training and payroll
- Advanced knowledge of Microsoft Office products (Word, Outlook, PowerPoint, and Excel)
- Knowledge of office practices and procedures
- Skill in dealing tactfully and professionally with internal and external customers, including distraught, discourteous or irritated customers
- Skill in using logic and reasoning to identify solutions and approaches to basic situations and problems
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to read and interpret municipal codes and bargaining agreements
- Ability to perform intermediate mathematical calculations
- Ability to organize and prioritize work, as well as to balance business needs, employee needs, and business risk
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to maintain a high level of confidentiality of human resources information
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to quickly and independently learn new software
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife/vermin/insects, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

