

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Human Resources Director

Department: Administration

Pay Grade: 519

FLSA Status: Exempt

Job Code: A501

JOB SUMMARY

The purpose of this classification is to plan, organize, implement, and direct programs, operations, and activities of the Human Resources Division.

ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals: interviews and selects new employees; coordinates and/or conducts staff training activities.
- Coordinates daily work activities: organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Plans, organizes, and directs a comprehensive Human Resource program for the City: oversees human resources functions such as recruitment and selection, salary administration, benefits administration, performance appraisal, training/development, employee relations, drug-free workplace, unemployment, worker's compensation, risk management, Employee Assistance Program (EAP), health clinic administration, policy interpretation, legal compliance, reporting, record keeping, and related functions; directs and supervises personnel engaged in administering human resources programs and policies.
- Interprets, explains, applies, and ensures compliance with employment laws and administrative regulations such as Fair Labor Standards Act (FLSA), Equal Employment Opportunity (EEO), Family & Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance

Portability & Accountability Act (HIPAA), and all other applicable federal, state, and local policies, procedures, laws, rules, regulations, and standards: ensures compliance of human resources programs with recordkeeping, reporting, and other regulatory requirements; initiates any actions necessary to correct deviations or violations; researches/reviews employment laws and legislative updates to maintain compliance and clarify issues.

- Consults with Deputy City Administrator, City Administrator, Mayor, City Council, attorneys, or other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations: makes operational recommendations regarding disciplinary actions, demotions, abolishment of jobs, layoffs, downsizing, or other activities with potentially negative impact on employees, morale, or legal exposure; keeps management personnel informed of pertinent issues, trends, and developments; makes recommendations to assist management in determining and implementing needed improvements; prepares and presents agenda items to Committee, Mayor, and City Council.
- Serves as an internal consultant to City management staff and a conduit to City employees: provides information, consultation, guidance, and assistance to City officials, directors, managers, supervisors, employees, the public, or other individuals regarding employment, employee relations, benefits, compensation, general personnel issues, rules/regulations, policies and policy interpretations, procedures, timeframes, forms, or other issues; responds to questions/complaints, researches problems, and initiates problem resolution; serves as resource person on personnel-related issues for management and assists in resolving conflicts affecting City personnel; coordinates information meetings for employees.
- Develops, updates, and implements division policies and procedures: develops, recommends, updates, and/or implements City-wide policies and procedures relating to human resources.
- Prepares and submits budget for assigned division: administers approved budget and monitors expenditures to ensure compliance; provides budgetary input for other areas of City budgets relating to human resources; oversees administration of grant programs relating to human resources programs/activities.
- Develops and implements long and short term plans, goals, and objectives pertaining to division operations: monitors, reviews, and communicates the implementation phases of the division's strategic plans to ensure achievement of long range goals and objectives; evaluates efficiency and effectiveness of human resources programs, operations, procedures, and resource management; recommends and/or implements improvements in programs and operational procedures as needed; recommends or approves special employee relations projects designed to benefit employees, increase employee morale, and promote a positive image of the City; analyzes cost/benefit ratio of benefit programs and ensures that City benefit programs are cost-effective while meeting needs of employee population.
- Oversees administration of recruitment, classification, and compensation programs: oversees recruitment, examination, and referral activities to ensure operation of a fair personnel system; monitors and administers job posting program; coordinates advertising of vacant positions; recruits candidates for division head level and senior management staff; administer the City's performance appraisal program; prepares and maintains job description classifications; administers City salary plan and oversees maintenance/updating

of salary structure; approves/disapproves recommendations for various personnel actions, including pay adjustments, hiring salaries, promotions, transfers, demotions, and terminations.

- Oversees employment and employee relations issues: administers drug-free workplace program and CDL random drug testing program; conducts exit interviews with terminating employees; interacts with management staff and individual employees to resolve disciplinary matters; administers unemployment issues and attends Department of Labor hearings.
- Oversees administration of benefits programs: oversees employee health, life, dental, accidental death and dismemberment (AD&D), short-term disability, and long-term disability insurance programs; administers the City's retirement plan and serves as Pension Secretary; oversees and administers Section 401(a)/457(b) plan; directs and supervises employee health clinics; administers employee service award program.
- Oversees training and development activities: develops training programs that effectively meet City needs in the most cost-effective method; approves training programs and makes training recommendations; develops specialized training seminars for City employees.
- Oversees risk management functions: administers worker's compensation program; coordinates property insurance, casualty insurance, and liability insurance programs; conducts annual risk management audit for the City.
- Oversees development, implementation, administration, and maintenance of the City's human resources information system (HRIS).
- Oversees maintenance of all human resources records: ensures proper maintenance of employee records, confidentiality of information, and release of records to authorized individuals in accordance with established laws/guidelines; initiates any actions necessary to correct deviations.
- Oversees services provided by contracted vendors: recommends and/or selects vendors; ensures proper administration of programs by vendors; monitors quality of work and ensures compliance with terms of contracts.
- Prepares or completes various forms, reports, correspondence, schedules, performance appraisals, budget reports, agenda forms, committee reports, benefit reports, unemployment hearing reports, EEOC case responses, newspaper copy, policies, procedures, spreadsheets, notices, or other documents.
- Receives various forms, reports, correspondence, job applications, time sheets, payroll change notices, invoices, purchase orders, audit reports, insurance forms, new hire documentation, termination documentation, drug testing reports, benefit reports, plan reports, retirement reports, training reports, termination reports, accident reports, employee rosters, worker's compensation forms, first report of injury forms, requests for proposals, contracts, summary plan descriptions, policies, procedures, laws, legal updates, news articles, professional journals, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer, general office equipment, audio/visual equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e mail, Internet, or other computer programs.
- Communicates with City officials, other departments, department managers/supervisors, employees, attorneys, insurance representatives, third party administrators, medical providers, attorneys, auditors, employment agencies, vendors, government agencies, the

public, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

- Attends meetings, serves on committees, and makes presentations as needed: represents the City at various functions; delivers speeches to civic groups and business associations to establish goodwill and resolve issues.
- Oversees and maintains confidentiality of departmental issues and documentation.
- Maintains a comprehensive, current knowledge of applicable laws/regulations: maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends conferences, workshops, and training sessions as appropriate.
- Performs general/clerical tasks, which may include answering telephone calls, assisting applicants, making copies, sending/receiving faxes, compiling manuals, filing documentation, or processing incoming/outgoing mail.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Human Resources Management, Business Management, Public Administration, or closely related field required, Master's degree preferred; supplemented by ten (10) years previous experience and/or training that includes progressively responsible human resources management (preferably in a local government environment), or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Society for Human Resources Management Certified Professional (SHRM-CP) certification or Professional in Human Resources (PHR) certification.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of the principles, practices, and legal requirements associated with human resources management and with administration of various human resources programs.
- Knowledge of state/federal laws affective human resources operations of local governments.
- Knowledge of various employee benefits programs and retirement programs.
- Knowledge of the principles of risk management, including property and liability insurance programs.
- Knowledge of methods and practices of classification, compensation, recruitment, testing, and selection.
- Knowledge of the principles of management, budget administration, and supervision; and must be able to effectively lead, motivate, and evaluate assigned staff.

- Ability to comprehend, interpret, explain, and apply applicable laws, regulations, policies, and procedures.
- Ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.
- Ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios.
- Ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.