

## Job Posting

### **Human Resources Director**

Department: Human Resources	Pay Grade: 25
Reports to: City Manager	Hiring Salary Range: \$60,000 - \$65,800
FLSA: Exempt	Deadline to Apply: December 8, 2017

#### General Statement of Duties

Performs professional and administrative work in managing the human resources systems for the City.

#### Distinguishing Features of the Class

An employee in this class plans, organizes, develops, and implements a variety of human resources programs designed to help the City achieve its mission and vision. Work includes developing policies and programs, facilitating the identification and removal of barriers to productivity in the organization, and planning for the implementation of personnel practices with management and employees. Functions include benefits administration and compensation, recruitment and selection, employee relations, training and development, performance evaluation programs, policy administration, safety, and personnel records management. Work requires an understanding of organizational development, human behavior, the laws and regulations affecting the human resources management field, considerable judgment and initiative in the development of programs and policy interpretation and application, strong interpersonal skills and customer service focus, and sound judgment in maintaining confidentiality regarding personnel actions. Work is performed under the supervision of the City Manager and is evaluated by discussion, reports, observation, and feedback from managers and employees.

#### Duties and Responsibilities

##### Essential Duties and Tasks

- Develops, plans and implements goals and objectives, policies and priorities of the human resources programs designed to help the organization achieve its mission.
- Develops and implements a wide variety of personnel systems designed to hire, train, motivate and retain employees; works with management, department heads, supervisors, and employees in identifying and addressing conflicts, communications barriers, or other problems that negatively impact morale and productivity; facilitates conflict resolution and problem-solving regarding issues that detract management and/or employees from a high level of motivation and productivity; and assists with determining appropriate disciplinary and grievance responses.
- Participates as part of the City's management team; develops and recommends personnel programs and policies; researches existing and new programs for alternative and innovative proposals; seeks legal advice, as necessary; and implements new programs and policies once the Manager and Council approves; advises the City Manager on personnel related issues; confers with department heads on policy issues and interpretation; advises employees on personnel policy and program matters.
- Coordinates the recruitment and selection programs for the City; writes advertisements; screens applications; assists with developing interview questions; participates in interviews when needed; coaches supervisors and managers in effective and legal hiring practices; maintains and

checks records for adverse impact; assists with reviewing screening methods of job-relatedness and effectiveness; and oversees background and reference checks, drug test, and other final hiring steps.

- Reviews, researches, and recommends various benefits programs; coordinates open enrollment and other activities to promote and communicate benefits information; coordinates worker's compensation programs; answers employee questions and explains program features, guidelines and processes.
- Completes or oversees required federal and state reporting; oversees compliance of routine federal and state compliance records.
- Administers the classification and pay system; reviews requests for new positions and allocates to existing classification plan or recommends new classes within the plan structure;
- coordinates classification and compensation system updates with consultants.
- Conducts training needs assessments and provides or coordinates training for employees and managers; develops and conducts or oversees employee orientation and other related programs.
- Establishes and maintains an effective safety program including training, policy development and administration, accident investigation, coordination with risk management vendors and regulatory agencies; provides internal consultation to departments regarding safe procedures and work requirements; uses employee committee structure to identify safety issues and communicate program material; completes required employee safety reports.
- Provides internal consultation on performance evaluation program, merit pay program, and incentive and recognition programs; participates in determining if programs achieve objectives and are consistent with organizational vision and values.
- Supervises the work of a technician assisting in benefits administration, hiring process, wellness programming, employee recognition activities, and other human resources programs.
- Participates in various risk management activities including safety audits, unemployment hearings, and discrimination claim responses.

#### Additional Job Duties

Makes periodic presentations to managerial and employee groups.  
Performs special personnel related projects for the City Manager.  
Performs related duties as required.

#### Required Knowledge, Skills and Abilities

- Considerable knowledge of the theory, principles and practices of human resource management, including the functional areas cited, and human behavior.
- Considerable knowledge of the laws, principles, court cases, and regulations that apply to personnel policies and practices in the public sector.
- Considerable knowledge of the trends and modern technology applicable to the human resources fields.
- Some knowledge of organization development and organizational psychology.
- Skill in problem-solving, conflict resolution, and group facilitation.
- Ability to organize and administer various program activities; maintain appropriate records;
- and ensure compliance with state and federal regulations.

- Ability to establish and maintain an effective personnel program, and to provide management with costs projections, program accomplishments and recommendations for implementing new programs.
- Ability to develop long term plans and goals for the human resources programs.
- Ability to analyze facts, programs, and benefits costs and make recommendations and reports in oral and written forms.
- Ability to maintain the confidentiality of personnel records and discussions.
- Ability to establish and maintain effective working relationship with other officials, department heads, employees, and the general public.
- Ability to be innovative and creative in designing new programs, proposing policy changes, and recommending motivational and organizational development to managers.

#### Physical Requirements

- Must be able to perform the basic life operational skills of talking, hearing and repetitive motions and manual dexterity.
- Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, and do extensive reading

#### Desirable Education and Experience

Graduation from an accredited four year college or university with a major in human resources, psychology, public administration or related human service field and considerable experience of a progressively responsible nature in human resource management; or an equivalent combination of education and experience. Prefer master of public administration degree.

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